

Wheeling Park District

Mission Statement:

To provide memorable experiences in parks and recreation that enrich our communities.

Vision Statement:

To become the provider of choice in parks and recreation within the communities that we serve.



Administrative Office

333 W. Dundee Road
Wheeling, Illinois 60090
847.465.3333
fax 847.537.3481
www.wheelingparkdistrict.com

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Vice President

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The 2007 Wheeling Park District Annual Report has been prepared to provide you, the Board of Commissioners and interested residents, a review of the past year. This report provides an overview of the Park District, highlights the accomplishments and challenges experienced in 2007, and discusses areas of operation, as well as each department within the Park District. Also, statistics and financial analyses are included from 2003, 2004, 2005, and 2006 for the purpose of comparing 2007 to previous years.

I. DESCRIPTION OF OPERATIONS

The Wheeling Park District, incorporated in 1961, is located in northern Cook and southern Lake Counties, and is 27 miles northwest of downtown Chicago. The Park District serves a population of approximately 38,000 residents living within the Village of Wheeling and small portions of Prospect Heights, Buffalo Grove and Arlington Heights. It encompasses an area just over 8.5 square miles. The Park District is considered to be a primary government – providing a full range of recreation activities, public open space, recreational facilities, a full-service country club, and districtwide events for its communities.

The Park District is governed by an elected, seven-member board and operates under a Board-Manager form of government, with its primary purpose to provide parks and recreational opportunities to its residents. Services provided include recreation programs, park management, capital development, and general administration. The Park District manages 16 sites on approximately 272 acres. Recreational facilities operated by the Park District include ten parks, one outdoor aquatic center, one community recreation center, one indoor aquatic center, a fitness center, historical museum, two community gymnasiums (shared with School District #21), and a championship-quality golf course and banquet facility, as well as a number of softball/ baseball diamonds, football and soccer fields, playgrounds and picnic shelters.

II. 2007 ACCOMPLISHMENTS

Revising the Park District's mission statement and evaluating its communication efforts in 2004 was the genesis of a change process that began to move the Agency to function as a strategy-focused organization. This transformation instilled a sense of common purpose, identified shared organizational values, and established a set of key, strategic initiatives that provide an aligned course of direction in meeting the Park District's mission today and in the future. The presence of an ongoing, strategic planning process has created a better sense of order, channeled resources in a direction that yields the greatest benefit to Park District resident taxpayers and other guests and, overall, has focused efforts on what is truly important for the organization. The Park District's key, strategic initiatives and targeted outcomes continue to include:

Strategic Initiatives

Quality Guest Services & Experiences
Internal Process & System Improvements
Long-term Financial Strategies
Community Relationships
Continuous Learning Environment

Targeted Outcomes

Loyalty & Retention
Effectiveness & Efficiency
Financial Stability
Community Partnerships
Motivated & Knowledgeable Employees

In 2007, all Agency, department, and individual goals and objectives were developed in support of Park District strategic initiatives, targeting to achieve outcomes, in carrying out its mission.

Quality Guest Services & Experiences

Goals and objectives accomplished in 2007 supporting this strategic initiative include:

- Continuously tracked, measured and improved the quality of WPD park and recreation experiences.
 - Provided consistently: surveys and comment cards that measured guest satisfaction of WPD experiences.
 - Communicated results to staff and guests, and responded accordingly to improve quality levels of park and recreation experiences.

- Continuously tracked guests' view of overall quality of WPD parks and facilities.
 - Provided consistently: surveys and comment cards that measured guest satisfaction of WPD parks and facilities.
 - Communicated results to staff and guests, and responded accordingly to improve quality levels of parks and facilities.

- Expanded recreation programs and services, as identified in the Community Attitude and Interest Survey and Park and Recreation Comprehensive Report.
 - Offered target recreation programs at specific School District #21 sites.
 - Expanded family open gyms at Twain and Tarkington.
 - Expanded swim classes.
 - Expanded Kamp Krazy Kids to Tarkington School and offered a neighborhood camp at Twain School.
 - Expanded swim classes.
 - Expanded fitness and wellness offerings through programs and Fitness Center.

- Enhanced existing Park District facilities, parks and open space.
 - Designed and constructed a new parking lot to serve the Community Recreation Center, Family Aquatic Center and Heritage Park.
 - Replaced Tsunami Splash Surface at the Aquatic Center.
 - Replaced heat exchange unit at northwest corner of Community Recreation Center.
 - Conducted neighborhood meetings relative to redevelopment for Malibu Park.
 - Developed a plan for redevelopment of Malibu Park – 2008 project.
 - Designed renovations at Husky Park to include new site lighting and amenities.
 - Continued to outsource tree trimming program - Childerley and Northside Park.
 - Removed Heritage Park basin light poles.
 - Designed and constructed sign and landscape frontage for Chevy Chase Country Club.
 - Purchased new patio furniture, dishes, and installed a patio awning at Chevy Chase Country Club.
 - Continued with annual plantings on golf course.
 - Completed phase two of a 3-phase golf cart path curbing program.
 - Began the flat roof replacement at Chevy Chase Country Club and installation of new rooftop heat exchange units.

- Finalized Park District's Park and Recreation Comprehensive Report.

Internal Process & System Improvements

Goals and objectives accomplished in 2007 supporting this strategic initiative include:

- Completed Distinguished Agency Program.
- Purchased, installed and implemented new time, attendance, payroll and financial software systems.
- Earned Park District Risk Management Agency (PDRMA) reaccreditation.
- Began work to revise and update WPD website.

Long-Term Financial Strategies

Goals and objectives accomplished in 2007 supporting this strategic initiative include:

- Established an internal service fund to ensure that resources are available to maintain existing, and acquire new, capital assets.
 - Prepared, and Board approved, an Internal Service Fund policy.
- Received the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting and in Budgeting for FY 2007.
- Submitted a grant request to the IDNR-OSLAD program for redevelopment of Malibu Park.
- Increased 2007 year-end fund balances in the Corporate, Enterprise, and Recreation Funds (pre-audit).
 - Corporate Fund = \$ 79, 285
 - Enterprise Fund = \$171,265
 - Recreation Fund = \$130,438

Community Relationships

Goals and objectives accomplished in 2007 supporting this strategic initiative include:

- Continued cooperative, working relationship with the Village of Wheeling (VOW) in order to improve the overall quality of life in the community.
 - Worked with VOW and prepared for a signalized intersection and roadway to service the Municipal Campus.
 - Completed the land exchange agreement between the VOW and Park District where the VOW gained Dundee Road frontage property for Village Hall and the Park District increased open space adjacent to Heritage Park.
 - Maintained Park District voice in *Town Center* development.

- Continued/developed working relationships with State Representatives and Senators, other governmental agencies, community businesses and service organizations, including school districts, library district, Chamber and Rotary.
 - Designated Park District representatives to participate and/or serve as liaisons to specific organizations.
 - Remained active in regular communication with legislators on issues affecting park districts.

- Maintained and furthered partnership with School District #21.

Continuous Learning Environment

Goals and objectives accomplished in 2007 supporting this strategic initiative include:

- Continued to provide learning opportunities that support a mission-and values-driven organization for staff and Board members.

- Provided career development for employees.
 - Continued to offer Wheeling Park District University's (WPDU) curriculum, in alignment with the Park District's mission, organizational values and strategy.

Land Acquisition

One of the most significant Park District accomplishments in 2007 was the completion of the purchase of 10 acres of St. Joseph the Worker's property. This purchase was made possible with the assistance of the Illinois Department of Natural Resources (IDNR) through the Open Space Land Acquisition Development (OSLAD) grant program. Purchasing this property as part of a redevelopment plan to expand and improve Heritage Park has been a long-standing priority for the Park District.

Another significant accomplishment completed in 2007 was a land exchange between the Park District and VOW. In this exchange, the VOW received 6 acres of Dundee frontage for a new Village Hall and the Park District received 8.2 acres adjacent to Heritage Park. With acquiring a portion of St. Joseph the Worker's property and the land exchange with the VOW, Heritage Park now contains 98 acres.

Distinguished Agency Process

In 2006, the Park District set a goal to become an Illinois Parks and Recreation Association (IPRA) and Illinois Association of Park Districts (IAPD) Distinguished Agency by the end of 2007. Distinguished Agency is awarded by the Joint Distinguished Park and Recreation Agency Committee (JDPRAC), which is an endorsed committee of both IAPD and IPRA. The goal of the program is to improve the delivery of recreation services to the residents of Illinois through a voluntary, comprehensive evaluation process. The desired result is to improve the quality of life for Illinois residents and to recognize those agencies that provide this quality service. Both IAPD and IPRA recognize that Distinguished Agency status is the highest award that an agency can receive from either association.

In early November, a five-member assessment team from the JDPRAC came to the Community Recreation Center to evaluate the Park District in the areas of General Management, Finance

and Business Operations, Facilities and Parks, Personnel, Recreation Services, and Legal. The evaluation consisted of a review of documentation, interviews with staff, and a tour of facilities. The Park District passed the evaluation with a score of 97%, and was formally introduced as a Distinguished Agency at the 2008 IAPD/IPRA State Conference in January.

While being a Distinguished Agency is beneficial, the greatest value to the District came from the self-evaluation process. By striving for, and ultimately achieving, Distinguished Agency, the Park District was able to evaluate its policies and practices to determine that it is conducting business in a manner that supports the Mission, benefits the communities we serve, and is of the highest standards.

Park and Recreation Comprehensive Report

Late in 2007, the Park Board formally accepted the Park and Recreation Comprehensive Report. This report is a broad-based, long-range planning tool for the entire District that will guide the future of park facilities and recreation programs. The report also provides recommendations to the District for redevelopment, growth and enhancement of its park and open space system that includes parks, trails, and recreation services for the next five to ten years.

This report – once priorities are set and formalized into a Plan – will serve as a long-range tool to meet the District's Vision for parks and recreation. The document will consider the community input process that has been performed to date, along with inventory and assessment of parks, facilities and programs. The Plan will determine the best land use and land management practices, as well as evaluate the District's current open space, indoor recreation space and recreation services, compared to community needs, current standards and trends. The end result will establish priorities for improvements and investment, along with implementation strategies. This Plan will serve as a guide in assisting staff and Board to make decisions that best serve the long-term park and recreation needs of the community.

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PLANNING AND DEVELOPMENT

I. DESCRIPTION OF AREA

In an effort to build on previous planning and design initiatives, Planning and Development started the year by enhancing the newly built Chevy Chase Country Club sign, and ended the year with the expansion of the Community Recreation Center/Family Aquatic Center parking lot. Although both of these projects were most visible and highly desirable, it was the key planning initiatives undertaken in 2007 that will help shape the way the community views the Wheeling Park District.

With the land transfer agreement and subsequent commencement of the construction of a new Village Hall by the Village of Wheeling, the Wheeling Park District embarked on a path that can be considered the most significant open space improvement to the community since the establishment of the Park District. In 2007, the Park District completed the land transfer, acquired the ten-acre St. Joseph the Worker parcel and began the process to master plan Heritage Park.

The following is a list of general tasks undertaken by Planning & Development in 2007:

- Provided general graphic assistance and research to all departments and divisions.
- Provided general landscape design advice as necessary.
- Continued to participate in the NWSRA Parks Superintendent Group to share beneficial information with other Park Districts.
- Continued to participate in discussions with the Village of Wheeling relative to the land transfer agreement, a shared access road and proposed Municipal/ Park District Campus Plan.
- Provided assistance to the Village of Wheeling, in the form of access agreements, to begin the Buffalo Creek Streambank Stabilization Project.
- Provided PROS Consulting with base data and on-site assistance to be used in developing the Park and Recreation Comprehensive Plan.
- Developed and constructed a landscape plan for the parking lot south of the Community Recreation Center.
- Designed, bid and supervised construction of an expansion to the Chevy Chase Country Club sign.
- Designed, bid and supervised construction of landscaping adjacent to the Chevy Chase Country Club sign.
- Conducted a series of public meetings to address neighborhood issues at Malibu Park, and developed and implemented a redesign to address resident concerns and improve park usage.
- Prepared an OSLAD Grant application to secure funding from IDNR for the proposed improvements at Malibu Park.
- Completed design concepts for a new parking lot expansion to serve both the CRC and the Family Aquatic Center. In addition, staff also bid and supervised construction of the expansion.

II. CAPITAL PROJECTS

Expansion of the Chevy Chase Country Club Sign

As noted in the 2006 Annual Report, a new sign for Chevy Chase Country Club was constructed in the fall and winter of 2006. The design plan, as presented to the Board in 2005, is scheduled to be completed in a series of phases over three to four years. Working with the original contractor and a new stone mason, staff managed to expand the sign to a level closely resembling the initial concept. This second phase, completed in June 2007, greatly enhanced both the new sign and the view of Chevy Chase Country Club.

Over the next few years, staff will continue to develop and implement the projects designed to enhance this beautiful facility.

Chevy Chase Country Club Landscaping

To further highlight the new sign, as well as the vehicular view of Chevy Chase Country Club, staff designed, bid and implemented a landscape beautification project along Milwaukee Avenue, adjacent to the parking lot. As with the sign project, the cost of Chevy Chase Country Club Landscaping Project was below the estimated budget and staff quickly designed additional landscaping to expand on the design theme of ornamental trees, flowering shrubs, native grasses, perennials, annuals and roses.

By fall 2007, the street frontage of Chevy Chase Country Club had made a dramatic transition from an outdated sign and turf to an elegant stone sign (with an electronic message board) and complementary landscaping befitting a facility of Chevy Chase's stature.

Family Aquatic Center/Community Recreation Center Parking Lot Expansion

One of the most oft-repeated requests by guests of the Community Recreation Center was to bring parking closer to Park District facilities. Building on previous design concepts, staff developed a parking lot expansion configuration that fit naturally with the site and improved both vehicular and pedestrian movement. After presentation and approval by the Board of Commissioners, staff proceeded to obtain the approval of the Village of Wheeling Plan Commission and Village Board of Trustees, as well as all the permits required to construct the improvements.

When staff publicly bid this project in August 2007, three bids were received. All were well under budget. Working with Maneval Construction and Baxter & Woodman Consulting Engineers, staff managed to complete this project in the fall and open the expanded parking lot to guests one week ahead of the project deadline.

This parking lot expansion, which will fit seamlessly with the new access road, has been an unqualified success with both guests and staff.

Husky Park Redevelopment

Although the second phase of Husky Park improvements was scaled back in response to the continuing vandalism, staff allocated a portion of the proposed budget to develop informational signage and seating areas to highlight the recreational and educational value of the natural detention pond within Husky Park. Traffic control bollards, new trash cans, and benches were

ordered and staff continues to work on signage to assist the community in appreciating the natural beauty of Husky Park.

III. PLANNING AND DEVELOPMENT PROJECTS

Heritage Park Master Plan

At the Future Planning Committee meeting of July 17, 2007, staff formally presented the rational and proposed process to redevelop Heritage Park. Recognizing the significance of this major undertaking, staff proposed a comprehensive planning process involving Park District staff, the Board of Commissioners and the public. The master planning process was initiated in August with the assembly of a staff committee and a general discussion of the scope of the project. The project was divided into four phases as follows:

1. Inventory and analysis
2. Preliminary design
3. Final design
4. Master plan and report preparation

Subsequently, staff completed a large portion of the first phase in fall 2007 by completing the site inventory and analysis, developing the public process and interviewing planning consultants to lead the public process.

Malibu Park Redevelopment

As part of the Capital Replacement Plan, Malibu Park was identified as a 2008 playground replacement project. As with previous playground renovation projects, staff initiated a series of public listening sessions and design presentations to include the neighborhood in the planning process. From April through June, staff met with the residents and, through a collaborative effort, created a final design concept that incorporated the comments of those in attendance. Subsequently, staff prepared an OSLAD Development Grant application to solicit funds from the Illinois Department of Natural Resources.

Unfortunately, the request for assistance from the IDNR was not accepted. However, in November, staff developed a phased development plan to address the key concerns of the neighborhood in 2008. The estimate of probable construction costs for the first phase was included in the 2008 Capital Projects Budget.

Chevy Chase Country Club Parking Lot Renovation

As part of the continuing program to enhance the street frontage of Chevy Chase Country Club, staff prepared a detailed parking lot concept to add landscaping and general improvements to the parking lot adjacent to Milwaukee Avenue. Building on the concept developed in February 2005, staff made considerable modifications to ensure that both vehicular and pedestrian traffic moved safely and efficiently. In addition, the concept was continually reviewed and revised to maximize the number of parking spaces without losing the intention of the design.

Working with the consulting engineer, a final conceptual plan was prepared – with a corresponding estimate of probable construction costs – and presented as part of the 2008 Capital Projects Budget.

Park District/Municipal Complex Plan

Throughout 2007, Planning and Development continued to play a leadership role in the design and development of a campus plan for the Park District and the Village of Wheeling. As potential cooperative ventures evolved, Planning and Development took an active role in projects that involved the Park District or impacted Park District facilities and operations.

Park and Recreation Comprehensive Plan

As in 2006, Planning and Development continued to provide the consultant with valuable base information and general assistance.

COMMUNITY RELATIONS

I. DESCRIPTION OF AREA

Community Relations is a function of the Administration Department and reports to the Executive Director. The primary purpose of the Community Relations area is to increase the community's awareness of the Wheeling Park District, produce quality special events for the community, and manage the sponsorship program.

Community Relations was led by the Community Relations Manager, with assistance from part-time staff for promotional efforts and special events.

II. COMMUNITY RELATIONS

Promotions and Publications

In 2007, the Wheeling Park District continued to publish a program guide three times per year. This periodical is produced professionally, is of high quality, and consists of a Winter/Spring edition, a Summer edition, and a Fall edition. The program guide is the number one tool used by the community to learn about program information regarding the Wheeling Park District.

In addition to the program guide, the Wheeling Park District produces a triannual newsletter called *In The Know*. This bulletin is mailed to all residents and made available at Park District facilities and on the website. The purpose of this newsletter is to provide the community with information pertaining to the happenings at the Wheeling Park District. The Wheeling Park District's Fall 2007 Program Guide won the first place award for design at the annual IAPD/IPRA Agency Showcase. This is the second year in a row that *In The Know* has won this award.

Separate, specialized newsletters were produced by staff for the schools, fitness members, and aquatics members. The aim of these newsletters is to get program and facility information to a smaller, targeted group of residents and guests.

Staff also managed the Park District's website – *wheelingparkdistrict.com*. The redesign process of the website was begun in late 2007. The new design will be launched in early 2008 and will include many new features, such as an interactive park finder, a scrolling calendar of events, and rotating photos to keep the site looking fresh.

Guest Appreciation Days

Staff continued the quarterly Guest Appreciation Days during 2007. This practice was started in 2003 to thank guests for their patronage, help enhance the Park District's image and increase involvement with the patrons. These events took place at the Community Recreation Center. These events are a staple of the Park District's outreach strategy.

State of the Park District Address

2007 featured the second annual *State of the Park District Address*. This assemblage took place on February 20, and consisted of a formal presentation by the President of the Board of

Commissioners and the Executive Director. The Address highlighted the accomplishments of 2006 and gave the audience a glimpse into 2007 and beyond. Community VIPs and the public-at-large were invited to this ceremony and attendance was in excess of 50. Preceding the Address, there was a 30-minute networking social catered by Chevy Chase Country Club.

New for 2007 was the creation of a short video about the Park District, entitled *Memorable Experiences in 2007*. This video was shown for the first time at the Address and was used throughout the year as a promotional piece.

Village of Wheeling

Staff remained committed in 2007 to working closer with personnel from the Village of Wheeling to execute the highest-quality events possible. Examples of this were seen in the production of the Passport to the World exhibition and the Fall Fest 5K/10K. The Park District received support from the Human Rights Commission for Passport to the World, and also received a subsidy of a percentage of the operating expenses.

For the Fall Fest 5K, staff was assisted on race day by the Police and Public Works Departments, and the cost of their services was absorbed by the Village. It is important to note that the execution of this race would not have been possible without the Village's help and support.

Staff collaborated with Village employees again for the Village's 4th of July Freedom Fest. The Park District provided the Village with all the open space needed for the two-day extravaganza. The event was deemed a success. The Wheeling Park District welcomed this opportunity to expose more people to the Agency's facilities.

Wheeling Rotary

Consistent with the Agency's goal of continuing to establish and improve partnerships with government organizations, corporate Wheeling, and other community groups, the Community Relations Manager has maintained a membership in the Wheeling Rotary Club.

The club meets weekly at Chevy Chase Country Club, and hosts several events there as well. In addition, the CRC is now the setting for all Wheeling Rotary Board meetings. The CRC is also the venue for the annual *Dinner and Movie* fundraiser for the Rotary Club.

During 2007, the Wheeling Rotary made a \$1000 donation to the Wheeling Park District Scholarship Golf Outing.

Parks Day at the Capitol

Staff participated in the *2007 Parks Day at the Capitol* in Springfield in May by setting up a display booth inside the Capitol building to showcase the many parks and recreational opportunities that the Wheeling Park District has to offer. Promotional literature and giveaway items were also handed out.

The Wheeling Park District participates in this event annually in order to increase awareness of the Agency and call attention to the importance of parks and recreation in Illinois. The District's booth was visited by state legislators (Senator Terry Link, Representative Dan Katowski), staff

members employed in the offices of several state legislators, as well as numerous members of the general public.

Parks Day at the Capitol preceded the IAPD Legislative Reception and Conference, which staff was also able to attend. These two functions provided a great opportunity to speak to the importance of parks and recreation at a state level.

Miscellaneous

In 2007, staff continued to work toward increasing the exposure and presence of the Wheeling Park District within the community by making a conscious attempt to be involved – or have representation – in all community functions with the Village, schools, and library. These efforts are far too numerous to list, but include items such as advertising in Wheeling and Buffalo Grove High Schools' sports program publications, sponsoring and participating in the Wildcat Spur Club golf outing, sponsoring the Wheeling Hardwood Classic, outfitting a float in the 4th of July parade, and donating complimentary passes to Boy Scouts, Girl Scouts, schools, PTOs, churches, and various other community groups.

III. DISTRICTWIDE SPECIAL EVENTS

Community special events are a series of entertainments produced by the Park District for the sole purpose of providing community-oriented activities to the residents at little to no charge. Most fees involved with these occasions are to cover direct expenses, rather than to gain profit. The Park District takes an approach of spending \$1 per resident (approximately \$38,000) in free recreation for these events. This is how the District is able to provide these high-quality events at little to no cost to the guests.

Passport to the World

Passport to the World was held on February 25. This was the sixth year in a row that the Wheeling Park District hosted this expo.

New for 2007 was the CRC site layout. This was the first year that all performers and food purveyors were housed in the gymnasium. This change was made in response to feedback from guests and as a way to keep the event "fresh."

The second floor of the CRC housed all the games and activities, and each room was themed for a different region of the world. The games and crafts of each room matched the designated region.

The celebration featured stage acts, roving entertainment, food vendors, community organization booths, and kids' games and crafts. Indian Trails Public Library also conducted games and contests that had a cultural component to them. As has been the case for the past several years, the Village of Wheeling provided cash contributions to cover 50% of direct costs, and was listed as a cosponsor.

Holiday Hunt

The 2007 Holiday Hunt took place on Saturday, March 31, at three park locations. Staff set up an area of candy-filled eggs within the parks and allowed kids to search for their eggs. The first

hunt was held at 10 a.m. at Childerley Park, the second at 11:30 a.m. at Chamber Park, and the third at 1 p.m. at Horizon Park. Each expedition had various numbers of participants in attendance, with Childerley once again drawing the largest crowd.

The Wheeling Jaycees contributed to the enjoyment by providing volunteer staffing, and snacks for the kids. Wheeling Park District mascots and Peter Rabbit were present for each hunt and were available for photos with the families in attendance.

Cinco de Mayo

The 2006 Cinco de Mayo fiesta was held on May 6 at Chamber Park. Inflatable rides, concession items, children's games, and musical entertainment were provided from noon to 3 p.m. Staff utilized the church building for arts and crafts, and the outdoor open space for games and activities. Alegria Mexicana, a youth dance group from St. Joseph the Worker Catholic Church, provided entertainment.

Chamber Park remains the best place to accommodate this commemoration, as it is well supported by the neighborhood community.

The 2007 event had the best attendance of any year's event to date.

Summer Entertainment Series

New for 2007 was the combination of movies and concerts to form the Summer Entertainment Series. Beginning in June, and running through August, the community was treated to free weekly, outdoor entertainment in the parks.

In addition, the Park District took the events out into the parks, as the days and location of the events varied from week to week. This change was part of a conscious effort to reach out to the communities and provide recreation opportunities for families in the parks near their homes.

The lineup for the series was:

6/18	Movie	<i>Happy Feet</i>	Pleasant Run Park
6/27	Concert	215 West	CRC Shelter
7/10	Concert	Little Nashville	Horizon Park
7/16	Movie	<i>Wizard of Oz</i>	Twain School
7/25	Concert	Piano Man	CRC Shelter
7/31	Concert	Dave Rudolph	Childerley Park
8/6	Concert	Mr. Meyer	Chamber Park
8/15	Movie	<i>Kicking & Screaming</i>	CRC Shelter

Due to weather, many of the events were cancelled and rescheduled throughout the summer months. When possible, the events were moved indoors to the CRC.

Fall Fest

The Fall Fest was held on October 14, and was preceded by the 5K/10K. The event took place from 1 to 4 p.m. and was free to the public. Scheduled activities included a DJ, trackless train ride, inflatable rides, petting zoo, pony rides, hayrides, a balloon twister, face painters, stilt walkers, and a rolling globe walking station. Tickets were sold for 50 cents for the hayrides,

pony rides, and train rides. Concessions and food items were also provided. However, due to inclement weather, the entire event was moved from Heritage Park to the CRC. Staff was required to greatly reduce the offerings due to space constraints.

Fall Fest 5K/10K Run/Walk

In an effort to increase event participation, a new, 10K running race was added in 2007. Due to the high competition for 5K distance races and the oversaturation of events in the fall season, it was determined that a 10K would make the event unique and increase participation.

The event was a great success, with over 210 runners and walkers participating. This is significant, given that the event was held during heavy rains and downpours. With better weather, staff believes participant numbers may have exceeded 300.

Also new for 2007 was a new, out-and-back course that was created in conjunction with the Wheeling Police Department. The new course started and finished in Heritage Park and was run mostly through the business complex south of the park and north of Hintz Road. The entire course was closed to traffic and was staffed by volunteers from Wheeling High School, the Village of Wheeling, and the Police Department.

Halloween Hayrides

The 2007 Halloween Hayrides were a great success. The festivities took place on Friday, October 26, from 7 to 10 p.m. The night featured several opportunities for the participants, beginning with a dinner buffet in the Gable Room and the Devonshire West. After dinner, participants were able to take a hayride around the golf course that featured several "scare stations" throughout the course. Midway through the course, participants were treated to ghost stories and s'mores by a campfire. The hayride was followed by carnival-style games and movies in the Devonshire East and Gable Room. The turnout again exceeded expectations, with over 300 people participating.

Due to severe weather, approximately 75 guests were unable to complete their hayrides, as the conditions became unsafe. To remedy this, the guests were treated to their s'mores and ghost stories underneath the awning at the Gable Grill patio.

Scholarship Golf Outing

While still considered a community event, the Scholarship Golf Outing has a different objective than the other endeavors, as its only goal is to collect as much revenue as possible to support the Park District's scholarship program.

The 2007 Wheeling Park District Scholarship Golf Outing was held on Wednesday, August 1. The proceeds netted were in excess of \$15,000. Much of the revenue generated was from corporate sponsors and contributors.

Raffle tickets were sold throughout the day and featured several donated prizes. The prizes ranged from restaurant gift certificates to foursomes at local golf courses. Participants took part in the scramble tournament and also competed for individual hole prizes. The silent auction and caddy auction were both deemed a success, as they generated additional revenue for the Scholarship Fund.

For the second straight year, the Scholarship Golf Outing partnered with the Just Pass It Foundation. The Just Pass It Foundation is an organization whose mission is to generate funds to pass on to the youth of Wheeling. The Foundation worked with the Park District to promote interest and attract sponsors and golfers for this worthwhile cause. The Foundation's support was very beneficial, as it led to additional public awareness and increased attendance.

In a show of gratitude, the Park District planted a memorial tree at Heritage Park in honor of the Foundation.

IV. SPONSORSHIP PROGRAM

The corporate sponsorship program had many challenges in 2007. While the Scholarship Golf Outing saw an increase in sponsorship, the districtwide program saw a decrease. Staff believes there are several reasons for this trend.

During the time staff was engaged in selling sponsorships for the Scholarship Golf Outing, comments were made by businesses that it was easier for them to get approval for this type of expenditure because the funds were benefiting a cause (scholarships). This is significant, because businesses were able to justify investing in the outing as an outreach endeavor, not just an advertising/promotions opportunity. Furthermore, the partnership with the Just Pass It Foundation and the history of the foundation lent a great deal to the sponsorship efforts.

With regard to selling sponsorships for community events, the District has encountered fewer and fewer businesses willing to invest significant dollars in Park District events. A corporate mailing to all Wheeling/Prospect Heights Chamber of Commerce members, and follow-up phone calls yielded few results. Many businesses are willing to provide in-kind services and products (i.e., banners, pizza, coupons), but very little in cash contributions.

Further hampering the sponsorship effort was the reduction of sponsorship dollars from the District's beverage agreement. 2007 was the last year of the three-year contract signed with American Bottling (now Cadbury Schweppes) that called for annual sponsorship payments of \$13,500. The 2007 District Beverage RFP yielded sponsorship dollars of only \$6,000. This fact is an example of the dwindling amount of sponsorship dollars that are available.

Staff reviews its sponsorship program annually and continues to seek sponsorships as an alternative revenue source for the District. Sponsors support the Park District by donating cash, in-kind services, products, prizes, and other giveaways.

There were five opportunities from which sponsors could choose to have their sponsorship recognized: Passport to the World, Scholarship Golf Outing, Summer Concert Series, Cinco de Mayo, Fall Festival and 5K Run/Walk.

The table below provides a comparison of sponsorship results for the years 2004 through 2007.

Sponsorship Type	2004	2005	2006	2007
Cash Sponsorship	\$44,477	\$27,785	\$24,141	\$22,122
In-kind Sponsorship *	\$9,146	\$14,319	\$13,000	\$10,000

*Estimated value.

The Scholarship Golf Outing sponsorship packages were above and beyond the regular Wheeling Park District sponsorship program. The purpose of this event is to generate as much revenue as possible; therefore, more fundraising was required.

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HUMAN RESOURCES AND DEVELOPMENT

I. DESCRIPTION OF AREA

Human Resources and Development is a function under the Administration Department, reporting directly to the Executive Director. This operation consists of all Human Resources functions, all-agency training initiatives, Guest Service Operations and Risk Management endeavors.

Human Resources and Development was headed by a Director in 2007, with direct support from a Risk Manager, an HR Generalist/Training Manager, a Guest Service Manager and a part-time clerk.

II. 2007 ACCOMPLISHMENTS

Human Resources

Workforce Planning and Employment

The Wheeling Park District issued 563 W-2s for 2007. Of this total, which includes turnover, full-time staff represented 67, or 12%; year-round, part-time staff approximately 195, or 35%; and seasonal staff approximately 301, or 53%.

The referral program continues to be well utilized by staff and provides a proven method for filling openings. Twenty-eight staff members referred a total of 32 candidates (20 year-round, part-time and 12 seasonals) who were hired and successfully completed the initial employment period. This program paid out \$1,100 in referral bonuses in 2007. Since program inception in 2003, 178 candidates have come to work at the Wheeling Park District through staff referrals.

Staff Recognition

Staff recognition and appreciation was an essential initiative again in 2007.

The Focus on Values (FOV) program, now in year two, recognized staff for exhibiting Agency Values. Recipients of the FOV award were celebrated in a variety of ways and received a framed certificate, a day off with pay, and lunch with the Executive Director. In 2007, there were five Focus on Values award recipients.

A total of ten letters of appreciation were sent in 2007 from the Executive Director to staff who received complimentary letters from external guests. This letter was sent to the staff member's home to reinforce the Agency's strategic initiative of providing quality guest service.

In 2007, the third annual Staff, Volunteer and Family Picnic was held. Staff hosted a BBQ lunch, entertainment and swimming for approximately 325. The quarterly pancake breakfast/hotdog lunch/staff socials continued in 2007, serving up food and positive morale for the estimated 325 staff members that attended a total of five events.

The annual Staff Recognition and Appreciation Party was well attended by 110 staff members and 100 guests.

Continuous Learning - Wheeling Park District University (WPDU)

In 2007, WPDU entered its third year, supporting the strategic initiative of continuous learning. A total of 96 training sessions were attended by 564 staff members. With the addition of part-time staff participation in 2007, WPDU saw a 95% increase in the number of staff members who attended, versus 2006.

New electives added and attended in 2007 include *Community Attitude & Interest Survey*, *Garden Design*, and *Golf at its Best* – an introduction to Golf Operations. These electives represent an effort to draw on all staff expertise to team-build with those not familiar with certain operations.

The General Orientation program for part-time staff was totally revamped and updated in 2007.

Compensation and Benefits

A total of 11 positions were professionally evaluated in 2007 by Hubbartt and Associates to ensure the corresponding salary grades were competitive.

In 2007, staff successfully transitioned the part-time salary grades to the new Illinois minimum wage, which rose by \$1 in July. This required an examination and update of salary grades, a review of all staff pay, and calculation and administration of adjustments to ensure compliance with the new law, as well as to address internal equity.

Personalized *Total Compensation* statements were prepared and sent to all full-time staff at the end of November. The statements detailed the factors that go into total compensation, which include salary, agency contributions to health care premiums, IMRF pension, social security and Medicare, as well as the cost of program and facility benefits.

In 2007, staff was supported to work a total of 104 hours for a variety of Community Service projects.

Wellness

Staff worked to bring wellness into sharper focus in 2007. A wellness newsletter is distributed monthly, and staff participated in two 13-week initiatives sponsored by PDRMA Health. The walking program *10,000 Steps a Day*, and *Active for Life* – an American Cancer Society program – encouraged daily activity.

Guest Service

Registration

The total annual transactions, which include both registrations and withdrawals, show a 4.7% drop versus last year. Use of EZ Reg online registration is showing consistent use by guests.

	Transactions Front Desk	% Total	Transactions EZ Reg	% Total	Total Transactions
2007	12,681	92.8%	986	7.2%	13,667
2006	13,270	92.5%	1,073	7.5%	14,343

Continuous Learning – Part-Time Guest Service Staff

The Guest Service staff had five educational opportunities in 2007. Training sessions included: *Code Adam, Emergency Procedures, Phone Use, CRC Safety/Emergency In-service, and Distinguished Agency Training.*

Guest Service Standards II

The *Quality Guest Service Standards II* focused on the WPD values, quality work performance and efficiencies necessary to develop excellent guest service skills.

Guest Service Surveys

In 2007, a follow-up survey to 2006 indicated a 6.7% increase in overall guest satisfaction with the Guest Service staff and processes.

A birthday party survey was also conducted in 2007, which indicated a 98% satisfaction with the overall value received.

Risk Management

Major Safety Projects

PDRMA Loss Control Review – Wheeling Park District earned reaccreditation with PDRMA as a result of its performance in the 2007 Loss Control Review. The Loss Control Review is a measurement tool for PDRMA and its member park districts in assessing the strength of risk management programs being used at each district. In making this assessment, PDRMA scores each of the major functions of the Park District, including golf, aquatics, recreation, park maintenance and administration. Final results of the Loss Control Review reveal that the Park District earned a composite score of 99.46%, whereas 95% is required for reaccreditation.

National Safety Council Awards – In 2005, the Wheeling Park District joined the National Safety Council, a nonprofit, nongovernmental public service organization dedicated to protecting life and promoting health in the United States. The National Safety Council's mission is to "educate and influence people to prevent accidental injury and death."

The Park District was recognized by the National Safety Council for its commitment to safety and its success in preventing occupational injury and disease among its staff. By nature of its 2007 safety record, the Park District earned two awards through the NSC, the Perfect Record Award and the Million Work Hours Award.

The Perfect Record Award recognizes businesses that have completed a period of at least twelve consecutive months without incurring an injury or illness that resulted in days away from work. The Million Hours Worked Award similarly recognizes organizations that have completed 1,000,000 consecutive hours worked without a work-related injury or illness that resulted in days away from work or death.

Hearing Conservation – Analysis of sound level exposure by Park District staff was completed in 2007 and identified 12 staff members working in maintenance who have noise exposure levels that require annual audiograms to monitor the effects on hearing. Baseline audiograms were completed and affected staff was informed of the results, and advised what protective measures are needed to preserve hearing in a high-noise work environment. Additionally, supervisory staff was informed of the results and given direction on potential engineering and administrative controls that can be implemented to reduce noise exposure levels for maintenance staff.

Emergency Action Plan – Staff standardized facility emergency procedures for all Park District facilities and worked towards a Facility Emergency Action Guide and a comprehensive Park District Emergency Action Plan.

The comprehensive Emergency Action Plan is essential for the coordination of emergency action within the Agency and the document will be distributed to community police, fire and emergency response officials in order to establish a more efficient emergency response.

Safety Committee – The Wheeling Park District Safety Committee’s purpose and goal is to assist in providing a safer environment for the staff and guests of the Park District. During the past year, the Committee has achieved this objective by playing a significant role in the following safety projects:

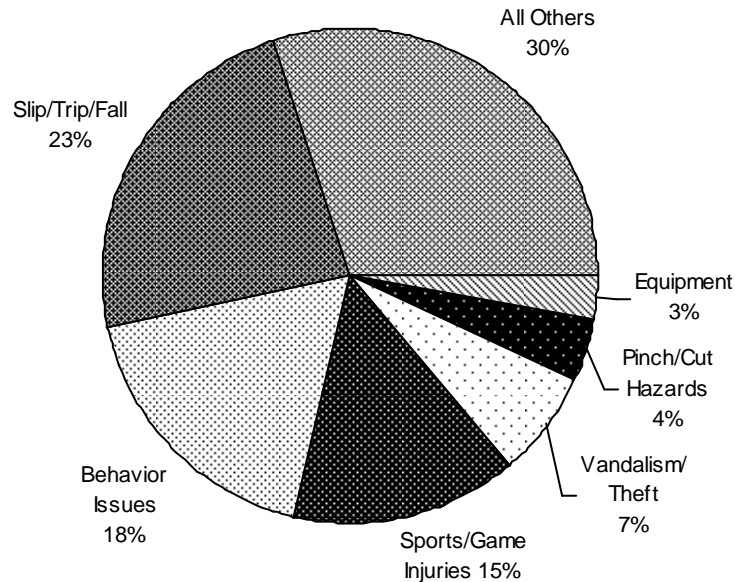
- Revision of the monthly building inspection process and creation of a monthly electronic inspection report and action plan.
- Participation and guidance in completion of open items for the PDRMA Loss Control Review.
- Participation in the creation of a comprehensive Emergency Action Plan, including designing of training and procedures, such as the facility lockdown procedure.
- Participation in the design and content of the monthly safety committee bulletin, *Safety Spotlight*.

Park Security – Park Security staff had a busy year in 2007, with park guests and community residents offering a large amount of input regarding park security and safety issues. Much of this input included requests for increased Park Security presence in neighborhood parks. In order to meet these requests, Park Security resources were focused on Husky and Malibu Parks, along with regular Park Security duties.

Loss Experience 2007

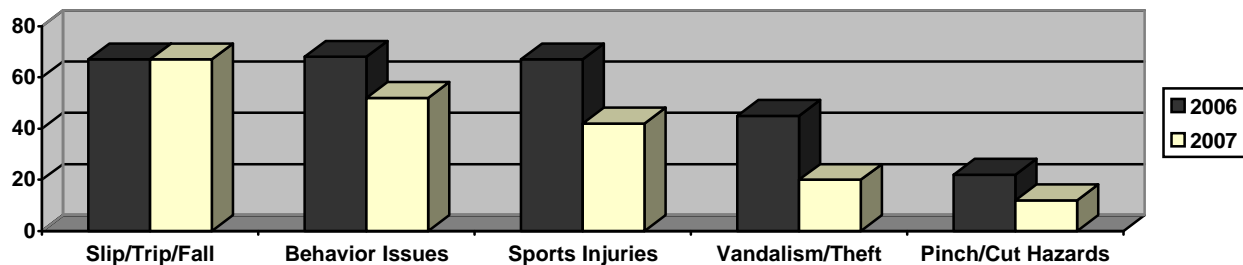
Risk Exposure Overview – There are several ways to measure the Park District’s exposure to worker compensation, general liability and property loss in 2007. The following graphs measure exposure by examining causes of the 287 reports of accident/incident/injury filed in 2007.

Accidents/Incidents/Injuries 2007

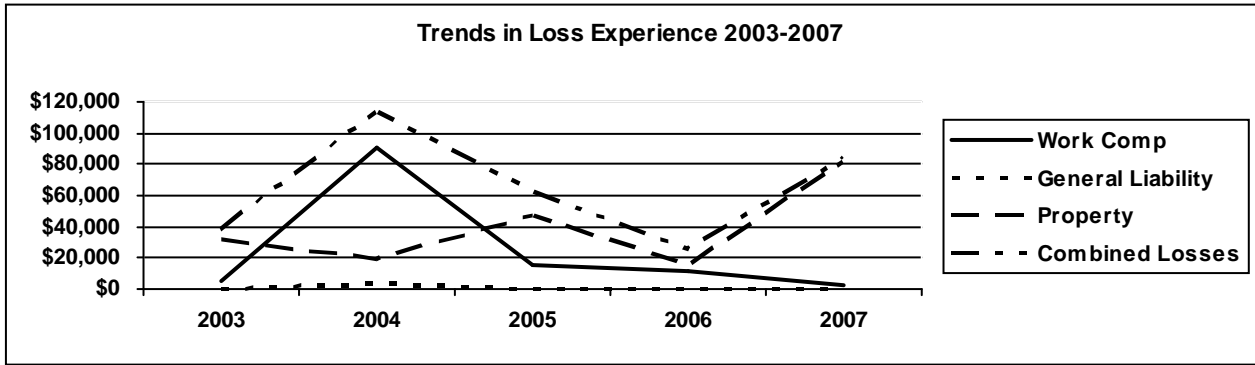


Overall, accident/incident/injury reports filed in 2007 decreased 27% from the previous year. Not graphically illustrated here are 157 aquatic rescue reports for 2007. This number is in line with the average amount of rescues per year by aquatics staff. None of the rescue reports indicated any injury to staff or guests.

Accident/Incident/Injury Comparison 2006-2007



Loss Experience Overview – The following graph shows recent trends in worker compensation, general liability and property losses from 2003-2007. Losses in worker compensation exposures trended downward in 2007, while property losses escalated. General liability losses remained stable, with zero dollar loss in this area. Combined losses for 2007 in worker compensation, general liability and property are up 323% from 2006.



Property Loss – Property loss experience in 2007 increased over five times from 2006. This dramatic increase can be attributed largely to the flood events in August 2007. The Park District sustained substantial damage as parts of Heritage Park and Traditions at Chevy Chase flooded, making the sports fields at Heritage Park and the golf course largely unplayable.

While there were substantial costs for the repair and replacement of turf and landscaping due to the flooding, the majority of the expense of this claim was borne out of the loss of revenue to the golf facility while it was under water. In November 2007, the Park District submitted another large property loss claim when a loss of power to the Community Recreation Center resulted in substantial damage to the building’s heating and cooling units, leading to closure of the facility for repair.

The table below does not list losses from vandalism to playground equipment at Husky Park, which totaled \$837 – below deductible.

Claim Type	Type of Claim	Amount	Resolution
Flood – Chevy Chase	Turf Damage	\$3,920.22	
	Business Interruption	\$61,138.00	
	Irrigation System	\$2,421.28	\$1,421.28 *
Flood – Heritage Park	Turf Damage	\$1,088.34	\$1,088.34
Power Outage – CRC		\$12,247.00	\$10,900.00

* \$2,421.28 minus \$1,000 deductible; waiting for credit on prorated deductible.

Year	Claim Amount	Claim Resolution
2007	\$80,814.84	\$13,409.62
2006	\$14,772.00	\$12,692.00
2005	\$51,768.00	\$46,768.00
2004	\$71,430.00	\$19,266.00
2003	\$33,125.00	\$28,806.00

General Liability – Loss experience in general liability remained constant in 2007, with zero dollar loss in this area for the third year in a row. General liability claims are up to four,

compared to three in 2006, but are still significantly lower than the recent high of eight in 2003. Claims in 2007 stemmed from issues of park and facility maintenance, and guest behavior.

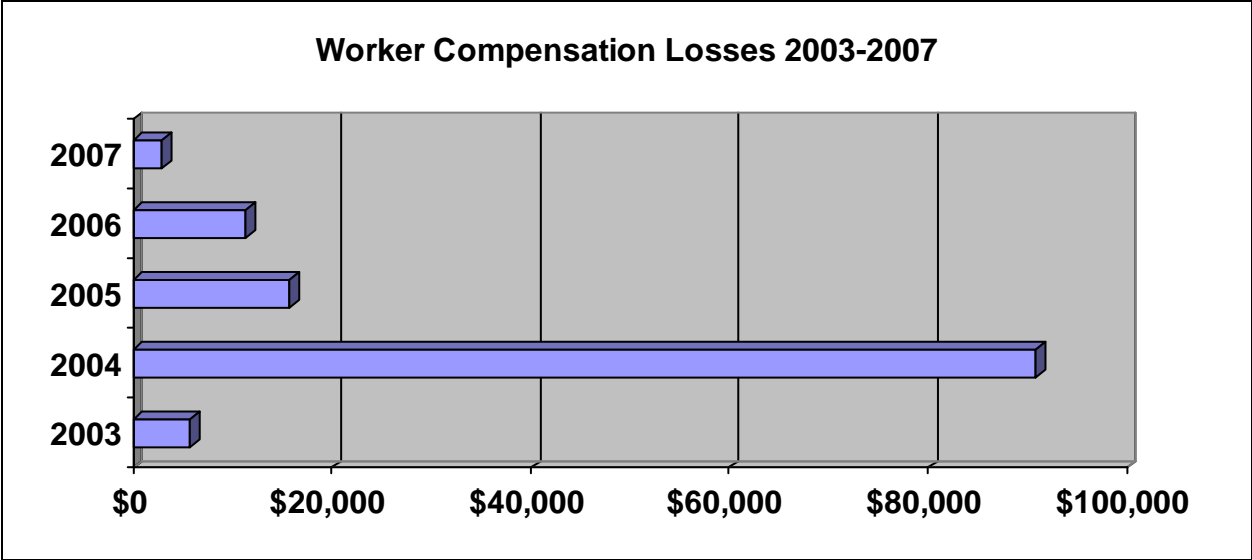
Worker's Compensation – Loss experience for 2007 is shown below. In comparison to 2006, worker's compensation losses decreased 74%. This marks the third consecutive year where costs have been reduced by more than 25%. In all, 8 claims were filed in 2007, as compared with 18 worker compensation claims in 2006, a 56% decrease.

Incident rates – one measure of success of a risk management program – declined significantly in 2007. According to a comparison of worker compensation data from the U.S. Bureau of Labor and Statistics, the Park District has an incident rate less than the state average for similar industries (6.3 per 100 workers). However, upon deeper analysis of this statistic, the Park District still has a higher average of incidents resulting in days away from work or work restrictions than the state average for similar industries (2.2 per 100 workers).

2007 – Type of Claim	Amount of Loss*
Back Strain/Sprain (2)	\$1,109
Trip, Slip and Fall (3)	\$406
Laceration/Abrasion (3)	\$1,423
Total: 8	Total: \$2,938*

* Does not reflect potential costs still in reserve for open claims.

Worker's Comp Claim Analysis	2006	2007	Percent Change
Incident Rate (IR) <i>Average # of injuries/100 staff</i>	8.0	4.65	-42%
Days Away, Restricted or Transferred <i>Average # of staff having lost-time or restricted work days/100 staff (DART)</i>	4.5	3.3	-27%
Severity Rate (SR) <i>Average # of lost-time or work-restricted days per injury</i>	10.1	5.0	-50%
Lost Work Days	0	0	0%
Restricted Days	121	35	-71%
Cost Per Incident	\$632	\$367	-42%



Employment Issues – Loss experience for employment issues in 2007 can be broken down into two areas: Equal Employment Opportunity Commission (EEOC) claims and Unemployment Compensation. There were no EEOC claims in 2007. Chargeable unemployment claims in 2007 amounted to \$31,543, a 39% increase over the 2006 total of \$22,685. It is anticipated that this trend will continue, as seasonal workers often find difficulty finding winter employment.

Unemployment Claims Experience

	2004	2005	2006	2007
Total Claims	21	21	17	19
Benefits Allowed	6	6	10	10

PARK AND RECREATION SERVICES

I. DESCRIPTION OF OPERATIONS

In 2007, the Park and Recreation Services Department was comprised of two divisions – Recreation Programs and Park and Facility Maintenance – offering recreation programs and services while maintaining parks and recreation facilities owned and operated by the Wheeling Park District. To be in alignment with the Park District’s financial goals, the Fitness Center and Aquatic Center operations were integrated into the Enterprise Services Department.

Recreation Program Division

The Recreation Program Division is responsible for youth and adult athletics, special athletic programs, preschool, early childhood, camps, before- and after-school programs, general programs, dance, drama, arts, mature adults, and Arctic Splash programs and operations.

The Recreation Program Division utilizes Heritage Park and St. Joseph’s soccer and baseball fields, the Community Recreation Center (CRC), Arctic Splash, and School District 21 school sites to provide its programs.

Community Recreation Center

The Community Recreation Center (CRC) was originally constructed in 1994. In 2000, the Arctic Splash and Fitness Center were added to the facility. The CRC is currently a total of 77,674 feet square feet. The first floor is 36,020 square feet, the second floor is 20,876 feet, and the Arctic Splash/Fitness Center area totals 20,778 square feet. Other amenities include:

- One multipurpose room, two large activity rooms, four small activity rooms, one arts and crafts room, one aerobic dance room, kitchen, and boardroom
- Full basketball court or half-court (full length volleyball court)
- Two private locker rooms, two public locker rooms and a family locker room

The Arctic Splash indoor aquatic center has a 400-bather load capacity and is comprised of an activity pool and separate lap pool. The activity pool contains 39,573 gallons of water and features interactive water play structures, mini lazy river and a toddler slide. The lap pool has four, 25-yard lap lanes and holds 61,425 gallons of water.

Additional Facilities

The Park District and School District 21 constructed – and jointly own – the gymnasiums at Mark Twain School and Booth Tarkington School. The two Districts manage the gymnasiums through an intergovernmental agreement, whereby the schools conduct classes during the day and the Park District has the opportunity to hold its programs in the evenings and on weekends. In 1992, School District 21 and the Park District entered into an intergovernmental agreement to offer before- and after-school programs at Tarkington, Twain, Whitman, and Field Schools. Beginning with fall 2002, the Park District offered these extended care programs only at Tarkington, Twain, and Field Schools.

Park and Facility Maintenance Division

The Park District has 10 parks, 11 playgrounds, and 8 buildings/structures located on 135 acres. The Agency maintains 14 ball fields, 7 soccer fields and two volleyball courts.

II. 2007 ACCOMPLISHMENTS

- Finalized a written agreement with School District 21 to offer all students resident rates. With 240 registrations, 121 different families took advantage of this discount in 2007.
- Under the School District 23 agreement, 86 households registered for 171 courses in 2007, compared with 58 households registering for 90 courses in 2006.
- Updated and improved swim lessons program structure and increased participation by more than 200 guests.
- Offered youth dance courses during the summer program season.
- Increased Preschool enrollment registration for the 2007-2008 school year.
- Launched a summer session of the highly successful Family Learning Program, with more than 100 guests participating.
- Adapted the Sunday Family Open Gym program to include Baggo contests.
- Cooperated with Harper College to offer unique, new, adult programs in the fall.
- Offered three new Summer Camp program options located at School District 21 sites.
- Conducted adult Baggo Leagues in summer and fall.
- Offered specialty classes at Arctic Splash, including snorkeling, wet ball, and mom/dad & me.

III. DESCRIPTION OF PROGRAMS

In 2007, the Park and Recreation Services Department offered 1,663 courses, attended by 10,441 participants. Staff offered more activities and courses, which contributed to a high cancellation rate. In winter, participation was slower than budgeted; however, spring, summer and fall participation grew rapidly, resulting in higher participation than budgeted and a total greater than 2006's overall participation. Participation does not include fitness, wellness or special event programs.

Season	Activities	Courses	Cancelled	Participation	*C-Rate	Budgeted Participation	Budgeted Actual +/-
Winter 2007	66	277	69	2,073	23%	2,127	-54
<i>Winter 2006</i>	<i>62</i>	<i>262</i>	<i>64</i>	<i>2,089</i>	<i>24%</i>		
Spring 2007	64	258	68	1,704	26%	1,589	115
<i>Spring 2006</i>	<i>66</i>	<i>239</i>	<i>49</i>	<i>1,882</i>	<i>21%</i>		
Summer 2007	94	550	188	4,283	34%	3,177	1,106
<i>Summer 2006</i>	<i>68</i>	<i>276</i>	<i>108</i>	<i>3,846</i>	<i>39%</i>		
Fall 2007	84	578	208	2,381	36%	2,120	261
<i>Fall 2006</i>	<i>88</i>	<i>358</i>	<i>101</i>	<i>2,219</i>	<i>28%</i>		
2007 TOTAL	308	1,663	533	10,441	32%	9,013	1,428
<i>2006 TOTAL</i>	<i>284</i>	<i>1,135</i>	<i>321</i>	<i>10,036</i>	<i>28%</i>		

* Cancellation rate.

Program Participant Surveys

Based on a three-point scale where “1” indicates *very dissatisfied*, “3” means *satisfied*, and “5” represents *very satisfied*, the overall program evaluation score averaged 4.42 – versus a 4.0 rating in 2006.

The year-end results for 2007 are displayed on the next page.

2007 Survey Results

Totals

Winter

Spring

Summer

Fall

Statistics					
Total Surveys Sent	4074	724	943	1276	1131
Total Surveys Returned	1151	201	226	385	339
Percentage Returned	28%	28%	24%	30%	30%

Satisfaction

Swim Lessons	>>>>>>	4.18	3.88	4.10	4.30	4.42
Mature Adult	>>>>>>	4.54	4.40		4.50	4.71
Early Childhood	>>>>>>	4.62		4.70		4.53
Preschool	>>>>>>	4.90		4.90		
Boredom Busters	>>>>>>	4.60			4.60	
Children in Action (CIA)	>>>>>>	3.80		3.80		
Camps	>>>>>>	4.50			4.50	
T-Ball	>>>>>>	4.40			4.40	
Karate	>>>>>>	4.55		4.30		4.80
Tae Kwon Do	>>>>>>	4.88		4.80		4.96
Wing Tsun Kung Fu	>>>>>>	4.72				4.72
Youth Basketball	>>>>>>	4.00	4.00			
Youth Dance	>>>>>>	4.68		4.80		4.55
Youth Soccer	>>>>>>	4.05		4.00		4.10
Youth Variety	>>>>>>	4.72				4.72
Keyboarding	>>>>>>	4.75				4.75
Adult Dance	>>>>>>	4.94				4.94
Adult Softball	>>>>>>	4.90			4.90	
Baggo	>>>>>>	4.95				4.95
Fall Softball	>>>>>>	4.24				4.24
Flag Football	>>>>>>	4.50				4.50
Averages		4.42	4.09	4.43	4.53	4.64

Athletics

Wheeling Park District adult programs are designed to provide healthy, recreational, and competitive opportunities for adults. These programs allow participants to enjoy safe and enjoyable activities in a pleasant atmosphere.

Wheeling Park District youth programs are designed to provide healthy recreation in an environment where children can have fun, as well as further develop athletic skills, teamwork, and sportsmanship through working with others. Competitiveness comes from the game itself, not by emphasizing score.

Athletic Participation History

Athletic Programs	2003	2004	2005	2006	2007
Youth	1,480	1,247	*1,936	*1,815	*1,848
Adult (Teams)	163	142	144	131	161

* Includes PHWYBS registration numbers.

Trends

Adult athletics enjoyed an increase in 2007, due to an increase in the number of softball teams participating. There was great interest in the new adult Baggo league beginning in the summer and continuing in fall.

Youth athletics participation increased slightly in 2007 primarily due to PHWYBS. Family Baggo open gyms at Mark Twain and Tarkington Schools were added in 2007 – with marginal success. Participation in sports-specific training camps significantly declined.

Preschool/Early Childhood

The focus and direction of the Early Childhood and Preschool programs is to encourage children's social, emotional, and physical development in a developmentally-appropriate recreational setting. Adjustments were completed to accommodate a variety of children's interests and needs.

Day camp programs provide children with the same opportunity to experience fun and adventure in a structured, noncompetitive atmosphere. Staff ensured camp objectives were met through the implementation of creative and innovative activities and experiences.

Early Childhood/Day Camp/Preschool Participation History

Programs	2003	2004	2005	2006	2007
Early Childhood	373	259	795	1,019	1,060
Camp/S'more Fun	1,080	740	838	1,061	1,111
Preschool	60	61	58	56	*80
TOTAL	1,513	1,060	1,691	2,136	2,251

* Based on Fall 2007 school enrollment.

Trends

In 2007, classes for two-year-olds (Toddler Time) were extremely popular because they provided an affordable recreation experience for children in an age group that is sometimes

overlooked. Camp Kinda Krazy Kids added sessions to accommodate the growing number of preschool-aged children interested in a summer camp experience.

Preschool enrollment increased in the fall for the 2007-08 school year. Staff attributes this success to the popularity of the two-year-olds' program, as well as word-of-mouth promotion by former students' families.

Staff anticipates that future camp registration will continue growing, but at a slightly slower pace than in past years. In 2007, campers had the option to attend camp at other locations besides the CRC. This alternative was moderately well received by the community.

Extended Care

Children who participate in programs within the Extended Care area enjoy unique enrichment activities, such as games, crafts, sports, entertainment and other surprises. During nonschool hours, children are supervised and cared for in a safe, structured environment.

Extended Care Participation History

Programs	2003	2004	2005	2006	2007
Children in Action	328	272	277	252	288
Kinder Club	43	26	30	8	*
Boredom Busters	138	168	120	134	112
TOTAL	509	466	427	394	400

* Program was discontinued after 2006.

Trends

Participation in Children in Action remained consistent with the demographics at each school; therefore, staff expects participation to remain stable, as experienced in the past two years. Boredom Busters participation fluctuated due to changes in the school calendars.

Mature Adults

Mature Adults Participation History

Programs	2003	2004	2005	2006	2007
Senior Stretch	222	215	245	213	176
Yoga	31	26	34	49	29
Oil Painting	184	168	143	182	160
Trips/Events	364	368	427	433	620
TOTAL	801	777	849	877	985

- The popularity of traditional programs, such as senior stretch and yoga, is fading, while new trips and special events are becoming more and more popular.
- The annual Holiday Party, held at Chevy Chase Country Club in December, drew 98 participants (a new high) – beating last year's attendance by 18.
- Toward the end of the year, the Mature Adults Coordinator's office moved to the CRC. Staff anticipates that this change will improve communication and program quality for guests, as well as draw the older adult community's attention to the benefits of the CRC facility.

Dance and General Programs

Youth dance programs are designed to be an affordable introduction to basic dance fundamentals. Children not only learn about the art of dance, but enjoy exercise and self-expression.

General/Dance/Art/Special Event Programs Participation History

Programs	2003	2004	2005	2006	2007
General Programs	562	543	585	572	402
Dance/Art	330	415	240	248	375
Recreation Special Events	234	362	244	387	*46
TOTAL	1,126	1,320	1,069	1,207	823

* Includes only Turkey Shoot and Calls from the North Pole.

IV. ARCTIC SPLASH

Arctic Splash Programs

The Arctic Splash indoor pool offers a variety of water-based programming for children and adults, beginning at age 6 months. Guests enjoy swim lessons, special events, and specialty classes. Participants learn swim skills, as well as water and sun safety skills.

Arctic Splash Program Participation

Aquatic Programs	2003	2004	2005	2006	2007
TOTAL	7,480	7,008	7,765	2,031*	2,244*

* In 2006 and 2007, numbers shown here no longer reflect aquatic fitness classes and punch card sales, as those are recorded in the Fitness Center wellness class participation statistics.

Trends

Arctic Splash experienced growth in the swim lesson program, versus 2006. Multiple changes were made to the swim lesson program in 2007, including an expanded, preschool-age curriculum and additional skill requirements for school-age participants. New classes in snorkeling and wet ball were introduced in the fall. During the summer, open swim hours were reduced on weekends, based on past years' attendance.

Arctic Splash Memberships

Memberships	2003	2004	2005	2006	2007
Indoor and Outdoor	318	270	234	187	216
Indoor Only	209	251	197	223	264
TOTAL	527	521	431	410	480

Arctic Splash Attendance

Attendance	2003	2004	2005	2006	2007
Total Daily Admission	3,526	4,522	3,918	4,444	3,167
Total Pass Visits And Groups	20,964	17,900	15,122	16,473	15,645
TOTAL	24,490	22,422	19,040	20,917	18,812

V. COMMUNITY RECREATION CENTER

Community Recreation Center Rentals

Type	2003	2004	2005	2006	2007
Community Groups	119	107	137	167	197
Homeowners' Groups	47	45	56	52	53
Resident	72	51	54	45	45
Nonresident	50	41	28	45	47
Corporate	13	10	8	9	8
TOTAL	301	254	283	318	350

Trends

In 2007, the Community Recreation Center continued to provide convenient space for the community and rentals increased. Facility rental evaluations scored a rating of 4.9 out of 5.

Outdoor Park and Field Rentals

Type	2003	2004	2005	2006	2007
Picnic Shelter	70	64	72	81	92
Field/Park	22	34	47	91	131
Twain & Tarkington	5	31	19	13	1
Childerley Chapel and Chamber Church	6	10	6	13	5
TOTAL	103	139	144	198	229

Trends

Picnic shelter, field and park rentals increased in popularity, while school, Childerley and Chamber Church rental requests have declined. School rentals benefited in years past from a regular weekly rental which was not renewed in 2007.

VI. PARK & FACILITY MAINTENANCE DIVISION

This division is responsible for maintaining cleanliness, repairs, and coordinating in-house and contractual projects throughout the District, mowing, electrical, plantings, tree trimming, snow plowing, carpentry, painting, garden plots, upkeep of ball fields and soccer fields, park maintenance, and assisting with construction projects.

In-House Projects

- Removed Heritage Park basin light poles.
- Installed Chamber Park pathway light poles.
- Removed original Tsunami Splash surface.
- Removed trees along creek in Heritage Park.
- Renovated flood-damaged turf at Heritage Park.
- Shingled Chamber Church roof
- Asphalted Childerley Park pathway
- Repaired Heritage Park water line

Contracted Projects

- Repaired CRC make-up air unit
- Repaired CRC Preschool HVAC unit
- Repaired CRC additional HVAC units
- Repaired Arctic Splash Dectron unit
- Repaired Aquatic Center pump
- Repaired Arctic Splash boilers to provide a consistent water temperature

VII. 2007 FINANCIAL OVERVIEW

The 2007 end-of-year net of \$103,839 was added to the beginning fund balance of \$1,167,927 to provide an end-of-year 2007 fund balance of \$1,271,766 (pre-audit) which includes Fitness Center and Aquatic Center Operations.

Total revenue for the Recreation Fund in 2007 was \$4,238,275, a decrease of \$346,883, or -7.57% from 2006. Program revenue had a good year – totaling \$1,136,276 – which was an increase of \$5,489, or 1%, from 2006.

Recreation programs show an increase in net percentage due to controlled expenses.

Recreation program revenue totaled \$1,136,276, or 27% of department revenues, and program expenses totaled \$694,090, or 17% department expenses. Program revenues have increased slightly due to higher participation in Preschool, Children in Action, Dance and Adult Softball.

CRC and Arctic Splash Operations continue to experience large expenses due to equipment and mechanical repairs. Revenues increased slightly due to a large soccer tournament rental.

Program	2003	2004	2005	2006	2007
Athletics					
Revenue	223,437	161,962	163,385	166,811	158,531
Expenses	132,739	96,741	106,012	103,832	92,799
Net Return	90,698	65,221	57,373	62,979	65,732
General Programs					
Revenue	16,943	69,253	72,608	62,437	50,399
Expenses	11,717	51,721	55,673	55,465	47,311
Net Return	5,226	17,532	16,935	6,972	3,088
Dance/Arts/Drama					
Revenue	25,545	31,121	32,622	39,517	45,494
Expenses	17,775	23,539	24,514	30,778	33,297
Net Return	7,770	7,582	8,108	8,739	12,197
Extended Care					
Revenue	318,139	284,779	268,579	285,186	241,165
Expenses	222,426	191,920	184,552	181,523	160,012
Net Return	95,713	92,859	84,027	103,663	81,153
Preschool/Early Childhood					
Revenue	80,893	74,621	69,202	81,438	103,285
Expenses	59,769	51,451	58,573	60,227	70,114
Net Return	21,124	23,170	10,629	21,211	33,171
Mature Adults					
Revenue	22,006	22,970	23,169	29,179	35,278
Expenses	23,580	27,425	30,422	34,051	43,529
Net Return/Loss	-1,574	-4,455	-7,253	-4,872	-8,251
Recreation Special Events					
Revenue	64,631	63,703	12,130	9,696	1,624
Expenses	57,045	57,266	14,533	17,082	107
Net Return/Loss	7,586	6,437	-2,403	-7,386	1,517
Camps					
Revenue	166,194	214,298	238,647	319,899	362,621
Expenses	60,410	97,577	118,112	153,214	181,003
Net Return	105,784	116,721	120,535	166,685	181,618
Arctic Splash					
Revenue	111,748	126,052	129,429	136,624	137,879
Expenses	57,153	58,726	63,951	68,212	65,918
Net Return	54,595	67,326	65,478	68,412	71,961
Total Revenue	1,029,536	1,048,759	1,009,771	1,130,787	1,136,276
Total Expenses	642,614	656,366	656,342	704,384	694,090
Total Net Return	386,922	392,393	353,429	426,403	442,186
Total Percentage	38%	37%	35%	38%	39%

Facility Operations	2003	2004	2005	2006	2007
CRC					
Revenue	65,892	57,613	60,904	70,861	80,789
Expenses	289,583	272,966	275,545	310,181	371,925
Net Return	-223,691	-215,353	-214,641	-239,320	-291,136
Arctic Splash					
Revenue	159,249	136,329	97,391	99,292	96,425
Expenses	205,912	185,112	187,214	194,569	213,149
Net Return	-46,663	-48,783	-89,823	-95,277	-116,724
Total Revenue	225,141	193,942	158,295	170,153	177,214
Total Expenses	495,495	458,078	462,759	504,750	585,074
Total Net Return	-270,354	-264,136	-304,464	-334,597	-407,860

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ENTERPRISE SERVICES – CHEVY CHASE COUNTRY CLUB

I. DESCRIPTION OF OPERATIONS

Chevy Chase Country Club is owned and managed by the Wheeling Park District. Chevy Chase operates as an enterprise fund that encompasses all facets of the country club business. The Clubhouse is a 32,880 s.f. facility that houses a full-service banquet operation, a small bar and grill, and a 726 s.f. golf and gift shop. When banquet guests come to Chevy, they have the option of holding their event in the Devonshire Room that seats up to 175 comfortably, or the beautiful Grand Ballroom that seats up to 500 comfortably. Both these banquet rooms have their own built-in bars and bridal suites. Surrounding the facility is a 5-star, par 72, 18-hole championship golf course, by the name of Traditions at Chevy Chase that stretches out to 6,610 yards. The Clubhouse supports the golf course through a fully stocked golf and gift shop, men's and women's locker rooms for golfers to utilize, the Gable Grill for food and beverage, and two beautiful patios for golfers to relax on before and/or after their round of golf. Annually, Chevy Chase entertains approximately 82,000+ guests. Of the 82,000 guests, 33,000 are golfers and 49,000 are banquet/food and beverage visitors.

II. 2007 ACCOMPLISHMENTS

2007 was another good year experiencing very high volumes of traffic throughout the Country Club. Records continued to be set with respect to attendance. Chevy Chase had its highest guest attendance year, with 33,096 golfers and 49,819 food and beverage guests. Total attendance for the year was 82,183. This is a positive number, considering revenue in the amount of \$61,000 was lost due to the Des Plaines River flooding.

Great benefit has been derived from the history and information gathered in the last six years. 2007 was a year of growth – the result of efforts over the last five years to establish the facility in the marketplace, along with creating a very sought-after name, brand and experience. It has been documented through comment cards, conversations and letters that Traditions Golf Club and Chevy Chase Country Club provide great value and service. An aggressive approach continues to be taken in the areas of marketing and promotion for the entire facility. Through the use of multiple advertising channels, Chevy Chase continues to gain new and repeat business. The avenues that have been successful are as follows:

- *Pioneer Press*
- Direct mail
- E-mail blasts
- Sales calls
- *Chicagoland Golf*
- Wedding periodicals

Throughout the year, the Clubhouse and golf course received minor and major makeovers. The following capital projects were accomplished in 2007:

- Third and final phase of carpeting in the Clubhouse
- Purchase of outdoor furniture for the Gable Grill patio
- Installation of an awning to cover the Gable Grill patio

- Roofing of two turrets
- Purchase of new dishes for banquet operations
- Purchase of two new deep fryers
- Second phase of golf course curbing
- Addition of flower beds on the golf course and around the Clubhouse
- Planting of a landscape fence between the Golf Maintenance Building and the back of #2 green
- Purchase of a PlanetAir aerifier
- Purchase of a used, GM 3 Traction Unit

Completion of these capital projects has resulted in drastic changes to the look and feel of the facility, while adding great value to guests' experiences. Staff has been successful in keeping the "traditional country club" ambiance, while making the building more functional, safe, and up to date with today's standards.

History from years 2003-2007 and a summary of operations has been provided for each of the four primary areas: Food and Beverage, Golf Operations, Golf Maintenance, and Facility Maintenance.

III. HISTORY

Since renovation of the golf course, staff has been collecting and measuring in minute detail the business that frequents Chevy Chase Country Club. Guided by the structure of the budget that was established in 2003, staff has been compiling statistics on the functions that are conducted at the facility, focusing on these categories:

- Number of events
- Number of guests
- Dollars per guest
- Type of event
- Total labor
- Total expenses
- Total revenues

With this information, staff is able to learn the business patterns and habits of the guests visiting Chevy Chase, and identify what they value. The data that has been generated in the last four years is essential to ensuring the growth of the business, and in ultimately being able to realize the goal of providing memorable experiences in parks & recreation that enrich our communities.

The following information outlines years 2003-2007. It is important to keep in mind that the golf course was closed for half the year in 2003.

Golf Operations – Income/Loss

Year	Revenue	Expense	Income/Loss
2003	\$ 839,901	\$549,912	\$ 289,989
2004	\$1,304,132	\$437,988	\$ 866,144
2005	\$1,472,711	\$403,705	\$1,069,006
2006	\$1,515,836	\$425,906	\$1,089,930
2007	\$1,639,992	\$453,169	\$1,186,823

Golf Operations – Green Fee/Cart Fee Revenue

Year	Green Fee	Cart Fee	Total
2003	\$ 577,827	\$193,034	\$ 770,861
2004	\$ 904,440	\$324,879	\$1,229,319
2005	\$ 987,308	\$402,028	\$1,389,336
2006	\$1,014,935	\$404,588	\$1,419,523
2007	\$1,094,900	\$439,886	\$1,534,786

Golf Operations – Play Days/Rounds

Year	Play Days	Rounds	\$ Per Player
2003	???	16,671	\$46.24
2004	249	27,856	\$44.13
2005	242	31,080	\$44.70
2006	232	31,735	\$44.73
2007	208	33,096	\$46.22

Golf Operations – Golf Shop-Retail Income/Loss

Year	Revenues	Expenses	Margin
2003	\$45,401	\$35,695	21%
2004	\$59,480	\$39,043	34%
2005	\$65,208	\$40,889	37%
2006	\$71,398	\$44,388	38%
2007	\$87,083	\$53,983	38%

Golf Operations – Labor

Year	Full-Time	Part-Time	Total
2003	\$ 42,302	\$124,276	\$166,578
2004	\$ 47,613	\$138,897	\$186,510
2005	\$ 49,876	\$137,850	\$187,726
2006	\$ 88,909	\$106,646	\$195,555
2007	\$ 90,961	\$125,342	\$216,063

Golf Maintenance – Expenses

Year	Expenses
2003	(\$663,703)
2004	(\$574,652)
2005	(\$568,032)
2006	(\$645,208)
2007	(\$682,303)

Golf Maintenance – Labor

Year	Total Labor	Percentage of Budget
2003	\$357,447	54%
2004	\$297,085	52%
2005	\$273,730	48%
2006	\$316,394	49%
2007	\$320,922	47%

Food and Beverage – Income/Loss

Year	Revenue	Expense	Income/Loss
2003	\$1,969,431	\$1,258,394	\$711,037
2004	\$2,269,057	\$1,361,315	\$907,742
2005	\$2,352,961	\$1,458,272	\$894,689
2006	\$2,250,474	\$1,426,862	\$823,612
2007	\$2,433,547	\$1,561,471	\$872,076

Food and Beverage – F&B Margins

Year	Food Margin	Beverage Margin
2003	31%	19%
2004	29%	19%
2005	30%	21%
2006	31%	21%
2007	31%	22%

Food and Beverage – Number of Events/\$ Per Event

Year	Number of Events	\$ Per Event
2003	415	\$4,049
2004	397	\$4,255
2005	441	\$4,012
2006	468	\$4,809
2007	499	\$4,877

Facility Maintenance – Expenses

Year	Expenses
2003	(\$220,700)
2004	(\$250,335)
2005	(\$272,110)
2006	(\$317,579)
2007	(\$322,445)

Facility Maintenance – Labor

Year	Total Labor	Percentage of Budget
2003	\$155,239	70%
2004	\$163,542	65%
2005	\$162,421	60%
2006	\$194,214	61%
2007	\$208,059	65%

Chevy Chase Country Club - Total Fund – Income/Loss

Year	Income/Loss
2003	(\$640,823)
2004	\$120,588
2005	\$276,540
2006	\$ 48,070
2007	\$121,023

IV. FOOD AND BEVERAGE

Total events for 2007 were 499, serving 49,819 guests. Year-end total revenues were \$2,433,548. As business grew, so did Chevy's reputation for conducting quality events with quality services, as indicated in guest satisfaction surveys.

In-house events in 2007 included the Mother's Day Brunch, Halloween Haunted Hayride and New Year's Eve. These events drew 711 guests, generating \$36,326 in revenues.

The Friday Night Fish Fry was offered for eight weeks through the Lenten season; 492 people were served. This restoration of an older tradition remains another opportunity to expose Chevy Chase to the community. In addition, Ballroom Dancing returned for its fourth year of revival, attracting 958 young-hearted dancers. While this event has been well received, the number of attendees has been steadily declining since 2004 (1,598; 1,102; 1,026). There is an apparent correlation to attrition.

The following tables will detail the types of events, number of guests, number of events, sales and costs for the five different areas that comprise Food and Beverage.

Banquet Sales

	2003 Total	2004 Total	2005 Total	2006 Total	2007 Total
# of Events	367	335	369	374	396
# of Guests	49,087	43,785	44,972	42,825	41,866
# of Weddings	121	97	110	83	97
# of Social	99	174	91	82	72
# of Corporate	147	64	168	209	227
% of Food	67%	73%	72%	68%	72%
% of Beverage	33%	27%	28%	32%	28%
Total Sales	\$1,596,327	\$1,547,678	\$1,620,664	\$1,482,675	\$1,597,707
Avg. Check	\$32.52	\$35.35	\$36.04	\$34.62	\$38.16
Food Cost	30.6%	29.4%	30.5%	30.9%	31.3%
Beverage Cost	19.2%	19%	20.8%	21.4%	21.6%

Golf Outings

	2003 Total	2004 Total	2005 Total	2006 Total	2007 Total
# of Events	43	62	72	78	89
# of Guests		4,282	4,905	6,084	7,098
% of Food		78%	83%	80%	79%
% of Beverage		22%	17%	20%	21%
Total Sales	\$84,017	\$141,473	\$148,636	\$165,940	\$203,822
Avg. Check		\$33.04	\$30.30	\$27.27	\$28.72

Gable Grill

	2003 Total	2004 Total	2005 Total	2006 Total	2007 Total
Food Sales	\$ 42,649	\$ 37,014	\$ 43,503	\$ 51,848	\$ 46,970
Beverage Sales	\$ 70,013	\$ 84,323	\$ 68,892	\$ 71,563	\$ 73,749
Total Sales	\$112,662	\$121,337	\$112,395	\$123,411	\$120,719

Beverage Cart

	2003 Total	2004 Total	2005 Total	2006 Total	2007 Total
Food Sales	\$ 1,762	\$ 1,273	\$ 1,767	\$ 1,000	\$81,724
Beverage Sales	\$44,267	\$58,431	\$73,163	\$76,933	\$ 879
Total Sales	\$46,029	\$59,704	\$74,930	\$77,933	\$82,596

Other Income

	2003 Total	2004 Total	2005 Total	2006 Total	2007 Total
Total	\$311,606	\$392,062	\$390,130	\$403,081	\$427,988

Total F&B and Miscellaneous Sales

	2003 Total	2004 Total	2005 Total	2006 Total	2007 Total
Total	\$1,839,035	\$1,876,992	\$1,962,831	\$1,856,050	\$2,010,792

Food and Beverage Guest Satisfaction

The following chart identifies the ratings received from guests who visited the banquet facilities. The scoring points are 1, 3 and 5, where “5” denotes *exceeded expectations*, “3” represents *meets expectations*, and “1” indicates *did not meet expectations*. Out of 396 banquet events, 198 surveys were collected.

Category	Rating
Event Planning Staff	4.5
On-Floor Service Staff	4.4
Event Amenities	4.2
Menu	4.3
Overall Score	4.4
First-Time Users	49%
Top 3 reasons Chevy was selected	Location, Ambience/View, Price

V. GOLF OPERATIONS

2007 was an exciting golfing season at Traditions at Chevy Chase. The season started out with a cold and snowy April, but once the weather broke, it was pleasant until record-breaking rainfall occurred in August, along with the overflowing of the Des Plaines River. The course was closed for six days, and the damage was significant. Staff worked to clean up the course and repair the flood-damaged areas. By the end of the season, the flood was an afterthought. Traditions’ staff has determined – based on industry standards – that a closed day is a day in which less than 25 rounds were realized. With this information, the total of playable days has been determined.

Golf and Gift Shop

The golf and gift shop produced a 38% profit margin, resulting in a positive bottom line. The table below itemizes the categories that identify the types of merchandise purchased and sales generated.

Merchandise Categories	Sales	Expense
Hard Goods	\$33,715.10	\$ 21,370.17
Soft Goods - Ladies’	\$ 7,108.38	\$ 4,790.57
Soft Goods - Men’s	\$27,338.25	\$ 16,258.17
Accessories	\$18,899.54	\$ 10,353.42
Holiday	\$ 21.35	\$ 16.51
Variance/Freight	\$ 0.	\$ 1,194.06
Total	\$87,082.62	\$53,982.90

Guest Usage

Although 2007 had 24 fewer golf days, more rounds were played than in 2006. This statistic backs up the fact that when the weather cooperates, the course is full.

Golf-event usage continued to increase. Revenues for events grew by 12.1% and event rounds by 6.6%, in comparison to 2006. As staff has done in the past, the efficiency in which the tee sheet is utilized to fill in available tee times is increasing. The weekend reserved tee times remained flat to 2006, even with the implemented change of RTT guests prepaying for their green and cart fees. League play experienced a consistent number, compared with 2006.

Golf Rounds	2006	2007
Resident Rounds	4,098	3,655
Guest Rounds	16,872	18,923
Event Rounds	6,459	6,918
League Rounds	3,178	3,185
Rained Out Golf	-429	-1,316
Trade/Comp Rounds	1,128	1,731
Total	31,306	33,096

VI. GOLF MAINTENANCE

Weather

With the exception of August (10+ inches of rain), 2007 was an exceptionally dry season. April to July experienced a 50% rainfall deficit, and September came in at a 70% shortfall.

Temperatures were higher than normal throughout the entire growing season (April through October). The exception to the moderately warmer monthly averages was February, which recorded 8 days of subzero temperatures.

Equipment

2007 was the second year of an intense, daily equipment monitoring and preventative maintenance program. Six days each week, 21 reels were checked for reel-to-bedknife contact and adjusted as needed. Engine oil and filters were changed following 100 hours of usage. This approach, albeit labor intensive, extends the useful life of the equipment.

Staff took delivery of a new high-speed aerifier. The PlanetAir performed as expected. Greens were vented more frequently, with less surface disruption and no interruption of play.

Curbing

Two thousand linear feet of decorative curbing was installed alongside six different cart paths: #1, #5, #7, #8, #9, and #10. Two hundred *Knockout* roses were planted adjacent to the curbing to further aesthetically enhance those high-value areas.

Beautification Projects

Six hundred twenty *Happy Returns* daylilies were planted behind the #7 tee. Additionally, 18,200 annuals were planted throughout the property. The shocking contrast of the *Victoria* blue salvia and *Pompeii* red salvia made for a great combination. Unfortunately, the *Non-Stop*

begonias planted at the Clubhouse entrances failed in the heat. Those beds were replanted with annual salvia and purple *Wave* petunias.

VII. FACILITY MAINTENANCE

Facility Maintenance had an above-average year with regard to mechanical and structural challenges. Much of the team's time was consumed by keeping up with the extra cleaning and maintenance needed due to the high volume of traffic in the Clubhouse. With the large amount of events hosted by the facility in 2007, staff ensured that all set-ups and breakdowns were handled in the most efficient manner.

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ENTERPRISE SERVICES – FITNESS CENTER

I. DESCRIPTION OF OPERATIONS

At 4,100 square feet, the Fitness Center is divided into zones, with 1,248 square feet dedicated to a free-weight area, and 960 square feet for cardiovascular exercise. The Fitness Center is equipped with 31 cardiovascular machines, 16 selectorized units and 18 pieces of free-weight apparatus. The Fitness Center also has two dedicated rooms for group exercise and wellness programs.

II. 2007 ACCOMPLISHMENTS

In 2007, the Fitness Center operation undertook a small structural change with the measurement tools and methods used to manage the business. Just like with Chevy Chase, the Fitness Center has determined the KPMs (Key Points of Measurement) that will be used from this point forward to track all business patterns. With this information, staff will be able to better understand the audience that is using the Fitness Center and continue to grow the business in all areas. The KPMs that will be used are the following:

- Personal Training
- Group Exercise
- Memberships
- Daily Visits
- Wellness Programs

Group Exercise

Group exercise was a major initiative in 2007, and through creative programming, beneficial marketing and advertising, staff was able to attract new and existing guests/members to programs being offered. Total number of guests participating in land and water programs from March to December was 6,646. New programs that were introduced in 2007 were the following:

- Bosu
- Spin
- Women's Strength Training
- Zumba

Personal Training

The personal training team gained some new faces in 2007. With the hiring of staff, personal training took off. Many different options of personal training and creative pricing are now available and are as follows:

- Personal Training Punch Packs
 - 1-, 3-, 5-, 10-, and 20-Punch Packs
 - New Member Punch Packs
- Partner Personal Training Punch Packs
 - 3-, and 10-Punch Packs

- Nonmember Punch Packs
 - 1-, 3-, 5-, and 10-Punch Packs

Staff witnessed a surge in the last quarter, due to aggressive promotion of the programs and having trainers on the floor more frequently to assist guests and members.

The following is a breakdown of 2007 personal training:

Personal Training	
Revenue	\$12,732

Wellness Programs

The Wellness Program attracted 615 guests, generating \$34,618 in revenue. The following classes contributed to the Wellness Program:

- Belly Dancing
- Pilates
- Yoga
- Kickboxing
- Women’s Strength

Memberships/Members/Usage

This category is tracked in three different ways. The first is memberships, identified as total memberships sold. Whether an individual membership is sold or a family membership is sold, they are both counted as one membership. From the time the Fitness Center was opened until 2006, 100% of the revenues for a membership sold during the year were actualized in that year’s financials. In 2007, this was changed so that if a membership is purchased in June, one sixth of the total revenues will be actualized in the current year’s financials. The second way of tracking is by members. Staff accounts for how many members make up each membership. The last assessment is usage. This number is extremely important because it speaks to the capacity of the Fitness Center and also helps staff determine if there is enough equipment available to handle the volume of guests that are using the Fitness Center. At the present time, staff is working on tracking the total number of members and usage. These numbers will start being recorded and reported in 2008.

The following table outlines membership numbers:

Memberships/Members	
Membership Type	Number of Memberships
Fitness Blast – Annual Pay	811
Fitness Blast – Monthly Pay	212
Total Memberships	1023
Total Revenues	\$259,658

Equipment

Many pieces of cardio equipment were replaced in 2007. Along with replacement equipment, staff also purchased new equipment required for new group-exercise programs being instituted. All equipment purchases are listed below:

- LifeFitness recumbent bike
- Precor elliptical
- LifeFitness treadmill
- Keiser spin bikes
- Sound system for group-exercise rooms
- Wireless microphones for group-exercise instructors
- Bosu equipment
- Personal training equipment
- Yoga mats
- Replacement television

Equipment purchases in 2007 totaled \$37,317. Along with the purchasing of new/replacement equipment, the Fitness Center also experienced a high volume of repairs to existing equipment. Expenses due to repairs totaled \$9,442.

III. HISTORY

Memberships – Revenues

Year	2006	2007
Total	\$276,797	\$259,658

Personal Training – Revenues

Year	2006	2007
Total	\$20,768	\$12,731.66

Group Exercise – Revenues

Year	2006	2007
Total	\$23,691	\$29,832

Wellness Program – Revenues

Year	2006	2007
Total	\$38,637	\$38,504

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ENTERPRISE SERVICES – AQUATIC CENTER

I. DESCRIPTION OF OPERATIONS

The outdoor Aquatic Center opened in 1993 with a 1,500-bather load capacity. The main pool has 377,779 gallons of water, two tube slides, drop slides, diving board, sand volleyball courts, children's sand play area, waterfall, spray features and a full-service concession stand. In 2003, the Aquatic Center expansion project added new attractions, including a spray pad – featuring an 8,079-gallon tipping bucket, three small slides and many interactive toys – and a 45,068-gallon activity pool with water basketball and climbing/floating lily pads.

II. 2007 ACCOMPLISHMENTS

In 2007, the Aquatic Center operation instituted some changes with regard to the measurement tools and operational restructuring. In a similar fashion as the other two divisions of Enterprise Services (Chevy Chase and the Fitness Center), KPMs (Key Points of Measurement) were determined that will be used from this point forward to track and manage all facets of the Aquatic Center. This information will also assist staff to better understand the audience that visits the Aquatic Center in order to continue to grow its usage. The KPMs that will be used are as follows:

- Total visits and number of memberships sold
 - Admissions
 - Groups
 - Private Rentals
 - Memberships
 - 5-Pack
- Total Revenue
 - Admissions
 - Groups
 - Private Rentals
 - Memberships
 - 5-Pack
 - Food and Beverage
 - Merchandise

In 2007, the Aquatic Center's staffing strategy was reviewed. The changes that were implemented were as follows:

- Staffing structure – job types were reduced to four
 - Aquatic Center Supervisor
 - Aquatic Center Leaders
 - Guest Services
 - Lifeguards
- Age requirement for Guest Services positions was increased to 16.
- Staff took on more responsibility and rotated through all jobs available, developing a better understanding of all roles and responsibilities of the operation.

- Staff was asked to commit to at least 25-30 hours a week in order to create consistency.

With these changes came the opportunity for staff members to become more knowledgeable about the many aspects of the operation and, therefore, become more effective and efficient in their jobs.

The Aquatic Center was open for 79 days in 2007. Since the Aquatic Center opened in 1993, the facility remains open unless there is lightning, or the air temperature drops below 68 degrees. Staff followed this practice in order to keep regular business hours. With this being said, there were days the Aquatic Center remained open with very few guests in the pool.

Merchandise

The sale of Aquatic Center merchandise was a new revenue opportunity in 2007. Staff opened the Tiki Hut on most days, selling such merchandise as goggles, Willie toys, sunscreen, and food and beverage items. This approach was well received and staff expects sales to grow as more guests become aware of this service. One big benefit to selling food and beverage at the Tiki Hut is that it provided some relief to the concession stand on busy days. This area is one that will be concentrated on and expanded in the future.

Fee Schedule

One major change was made to the 2007 fee schedule. History has revealed the guests that use the pool are families of three or more. As a result, the fee schedule for memberships was condensed to accommodate that trend by offering one rate for families, regardless of size.

Maintenance and Repair

2007 was a challenging year when it came to maintenance and repair. Throughout the season, the following improvements and repairs were made:

- Repaired Tsunami water cannon
- Combustion analysis of regulator, vent lines
- Pulled/cleaned burner section on Raypak pool boiler
- Urinal repairs/installation in men's locker room
- Aquastat adjusted in men's shower room
- Repaired Funbrella seam
- Repaired lights
- Replaced receptacle in Cave
- Repaired main pool chemical controller
- Repaired pool water heater
- Repaired ice maker in concession stand
- Repaired chlorinator valves and pump tubes
- Replaced motors/shaft seals
- Furnished/installed flow switches for strantrol (bucket)
- Repaired Tigershark pool cleaner
- Replaced thermostat in men's locker room

Total repairs and replacements came to \$20,769.59 in expense.

III. HISTORY

Admissions

	2006	2007
# of Visits	20,473	18,685
Total Revenue	\$174,257	\$191,342
\$ Per Guest	\$8.51	\$10.24

Memberships

	2006	2007
Total Sold	650	746
Total Revenue	\$88,893	\$94,892
\$ Per Guest	\$136.76	\$127.20

Groups

	2006	2007
# of Visits	25,099	25,752
Total Revenue	\$150,779	\$167,471
\$ Per Guest	\$6.01	\$6.17

Private Rentals

	2006	2007
Total Sold	14	16
Total Revenue	\$7,392	\$8,397
\$ Per Rental	\$528	\$595

Food and Beverage

	2006	2007
Total Visits	61,805	61,816
Total Revenue	\$84,522	\$81,277
\$ Per Rental	\$1.37	\$1.31

Days Open/Visits

	2006	2007
Total Days Open	68	79
Total Visits	61,805	61,816
Avg. Daily Attendance	909	782

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FINANCE AND BUSINESS OPERATIONS

I. DESCRIPTION OF OPERATIONS

The District is a municipal corporation that is governed by an elected, seven-member board. The District uses funds to report its results of operations. Funds are classified into governmental and proprietary (enterprise) categories. Each category is divided into separate fund types. A brief description of the funds follows:

Government Funds

Corporate – This fund includes the cost to maintain parks and administrative expenses, such as board support, administrative services, technology, and finance.

Special Revenue Funds

Recreation Fund – This fund handles the expenditures to carry on the recreation programs, as well as the indoor and outdoor Aquatic Centers, the Community Recreation Center and the Fitness Center.

Museum Fund – This fund covers the expenses to maintain the Museum and Church at Chamber Park.

Tort Immunity Fund – This fund accounts for the costs of insurance, risk management, staff safety related training, and loss prevention and reduction services.

Audit Fund – This fund covers the expense of the annual audit of the District's financial statements, as required by law.

Police Fund – This fund covers the District's expense for its own park security force.

Special Populations Fund – This fund primarily pays for the District's membership in the NWSRA, other programs that target specific populations, and facilities that also target specific populations.

Capital Project Funds

Paving and Lighting – This fund contains the expenses for constructing, maintaining and lighting roadways within the District's parks and facilities.

Capital Projects-Bonds – Annually, the District issues nonreferendum debt within its legal limitations. A large portion of the proceeds is used to pay off prior years' debt issued for capital projects. The remainder is used for new capital projects.

Capital Projects-Other – In 2005, the District established a fund to segregate revenues received from such things as cash-land donations, TIF tax rebates, transfers from other funds, and grant revenues. The intention in creating this fund is to build up capital reserves to assist the District in its long-range planning.

Debt Service

Bond and Interest Fund – The debt service fund is used to pay the interest and principal on the general obligation bonds, installment contracts, and debt certificates that have been issued to provide funds for the acquisition and/or improvements of capital assets, in addition to the acquisition and construction of major capital facilities. In addition to its nonreferendum debt, the District has two outstanding debt issues paid out of this fund.

Proprietary

Chevy Chase Country Club-Enterprise Fund – This fund accounts for the activity at the Country Club – both golf course operations and the Clubhouse (food and beverage).

II. 2007 ACCOMPLISHMENTS

The Wheeling Park District began several new initiatives in 2007 to improve financial stability within the Agency. From a financial standpoint, the Agency performed extremely well – despite enduring a difficult period of time during late July when three days of revenue from golf and the outdoor pool were lost due to weather.

GFOA Reporting Awards

The Wheeling Park District received the Government Finance Officers Association's Certificate of Excellence in Financial Reporting for the third year in a row. Additionally, the Agency applied for – and received – the GFOA Distinguished Budget Award in its first year of application.

Fiscal Oversight

Staff worked to develop procedures that would support the Agency in the event of turnover. These procedures were compiled and became part of the Wheeling Park District Procedure Manual.

Capital Improvement and Replacement Plan

For the first time, staff prepared – and the Board approved – a comprehensive capital improvement and replacement plan. This document provides a complete inventory of capital assets and a schedule for replacement that will be incorporated into the Agency's long-range plans. Additionally, the concept of two new funds – a capital improvement fund and a capital replacement fund (internal service funds) – was presented to the Board of Commissioners.

Technology

In March 2006, the Wheeling Park District made a commitment to technology by hiring a full-time information technology manager. In late 2007, as a result of the success of that decision, staff was expanded to include a network administrator.

Technological improvements were made in the following areas:

- Phase 2 of the virtual server architecture was designed and implemented, providing for further efficiencies within the Agency and security of data.

- A *Help Desk* system was instituted, which enabled Park District employees to submit IT trouble reports and work requests electronically. In 2007, 510 requests were submitted; 60% of the tickets were responded to within one hour and 50% of all requests were resolved during that time frame.
- Time and attendance software was purchased and installed to reduce errors and streamline the system.
- Finance software was researched and partially paid for in anticipation of its implementation in January 2008.
- Wireless network access was installed at Chevy Chase Country Club, providing guests with open, on-demand access to the internet.
- A centralized data backup system was implemented to increase the security of the Agency's data.
- A comprehensive financial management application system was researched and selected. Implementation is expected to be completed in the first quarter of 2008.

Below is a summary of actual revenues and expenditures for both the Governmental and Enterprise (Chevy Chase Country Club) funds over the last four years.

Wheeling Park District Governmental Fund Revenues				
	FY2004	FY2005	FY2006	FY2007
SOURCES				
Taxes	5,104,736	6,051,011	6,435,154	6,362,419
Program Fees	1,124,998	1,113,714	1,230,615	1,234,800
Memberships/Admissions	839,134	836,042	793,935	817,134
Concession Sales	102,161	97,519	86,802	83,179
Interest	43,249	101,396	281,499	198,653
Rentals	60,416	64,012	71,798	81,833
Grants	-	48,326	325,000	501,200
Miscellaneous	<u>176,116</u>	<u>165,124</u>	<u>56,740</u>	<u>126,063</u>
Total	7,450,810	8,477,144	9,281,543	9,405,281
Refunding of Bond Issuance	-	5,366,188	0	0
Internal Transfer	1,674,846	1,671,418	1,651,722	1,644,877
Bond Issuances	<u>1,200,000</u>	<u>1,130,000</u>	<u>1,035,000</u>	<u>1,035,000</u>
GRAND TOTAL	10,325,656	16,614,750	11,968,265	12,085,158

Wheeling Park District Governmental Fund Expenditures				
	FY2004	FY2005	FY2006	FY2007
FUNCTIONS				
General	1,337,724	1,688,934	2,039,728	1,782,285
Recreation	3,329,820	3,555,762	3,680,786	3,863,437
Museum	70,282	45,908	52,319	48,719
Tort	378,315	472,592	516,696	486,424
IMRF	-	-	-	-
FICA	-	-	-	-
Audit	44,326	70,236	46,643	49,185
Police	52,041	46,482	53,024	54,524
Special Populations	157,577	187,482	226,313	274,979
Paving & Lighting	33,635	48,177	15,750	4,880
Capital Projects	114,335	156,689	276,828	2,077,013
Debt Service	<u>3,088,828</u>	<u>2,918,843</u>	<u>2,833,497</u>	<u>2,806,655</u>
Total	8,606,883	9,191,105	9,741,584	11,448,101
Refunding	-	5,331,251	-	-
Internal Transfer	<u>1,674,846</u>	<u>1,671,418</u>	<u>1,651,722</u>	<u>1,644,877</u>
GRAND TOTAL	10,281,729	16,193,774	11,393,306	13,092,978

Wheeling Park District Enterprise Funds (Internal Reporting Basis)				
	FY2004	FY2005	FY2006	FY2007
REVENUES	\$3,805,727	\$4,046,926	\$4,069,977	\$4,379,958
EXPENDITURES	\$3,685,139	\$3,770,386	\$4,021,907	\$4,258,935

Wheeling Park District Enterprise Funds (Proprietary Accounting Basis)				
	FY2004	FY2005	FY2006	FY2007
REVENUES	\$3,916,027	\$4,063,476	\$4,186,093	Unavailable
EXPENDITURES	<u>\$4,061,396</u>	<u>\$4,018,994</u>	<u>\$4,230,412</u>	at this time;
SURPLUS (DEFICIT)	\$ (145,369)	\$ 44,482	\$ (44,319)	awaiting audit

III. 2007 FINANCIAL SUMMARY

In 2007, the District continued to make positive strides towards reaching financial stability. Fund balances increased as a percentage of annual expenditures in the three major funds. The District continued to streamline operations and look for efficiencies in order to best serve its mission of providing memorable experiences in parks and recreation that enrich its communities.

CORPORATE FUND

	<u>2006</u> <u>Audited</u>	<u>2007</u> <u>Budget</u>	<u>2007</u> <u>Actual (Unaudited)</u>
Undesignated Fund Balance January 1, (Note 1)	963,973	1,034,780	1,122,849
Sources:			
Revenues	2,198,604	2,382,641	2,343,606
Other	-	-	-
Transfers In	-	-	-
	-	-	-
Transfers In	-	-	-
Total Sources	<u>2,198,604</u>	<u>2,382,641</u>	<u>2,343,606</u>
Uses:			
Expenditures			
Operations	1,509,990	1,863,109	1,772,626
Capital	39,303	51,500	9,659
Transfers Out			
Debt Service Fund	490,435	482,037	482,037
	-	-	-
Transfers Out	<u>490,435</u>	<u>482,037</u>	<u>482,037</u>
Total Uses	<u>2,039,728</u>	<u>2,396,646</u>	<u>2,264,322</u>
Sources Less Uses	<u>158,876</u>	<u>(14,005)</u>	<u>79,284</u>
Undesignated Fund Balance December 31,	<u>1,122,849</u>	<u>1,020,775</u>	<u>1,202,133</u>
Fund Balance % of Total Uses	47.52%	34.82%	46.88%

RECREATION FUND

	<u>2006</u> <u>Audited</u>	<u>2007</u> <u>Budget</u>	<u>2007</u> <u>Actual (Unaudited)</u>
Undesignated Fund Balance January 1,	840,565	1,154,137	1,167,927
Sources:			
Revenues	4,585,161	4,344,943	4,273,874
Transfers In:			
	-	-	-
	-	-	-
Transfers In	-	-	-
Total Sources	<u>4,585,161</u>	<u>4,344,943</u>	<u>4,273,874</u>
Uses:			
Expenditures:			
Operations	3,955,847	3,875,186	3,728,587
Capital	51,176	159,100	134,850
Transfers Out:			
Debt Service Fund	250,776	270,999	270,999
Transfers Out	<u>250,776</u>	<u>270,999</u>	<u>270,999</u>
Total Uses	<u>4,257,799</u>	<u>4,305,285</u>	<u>4,134,436</u>
Sources Less Uses	<u>327,362</u>	<u>39,658</u>	<u>139,438</u>
Undesignated Fund Balance December 31,	<u><u>1,167,927</u></u>	<u><u>1,193,795</u></u>	<u><u>1,307,365</u></u>
Fund Balance % of Total Uses	27.43%	27.73%	31.62%

MUSEUM FUND

	<u>2006</u> <u>Audited</u>	<u>2007</u> <u>Budget</u>	<u>2007</u> <u>Actual (Unaudited)</u>
Undesignated Fund Balance January 1,	47,259	30,493	44,573
Sources:			
Revenues	49,632	39,162	40,775
Transfers In:			
	-	-	-
	-	-	-
Transfers In	-	-	-
Total Sources	<u>49,632</u>	<u>39,162</u>	<u>40,775</u>
Uses:			
Expenditures:			
Operations	52,318	50,403	45,977
Capital	-	5,000	2,742
Transfers Out:			
Debt Service Fund	-	-	-
	-	-	-
Transfers Out	-	-	-
Total Uses	<u>52,318</u>	<u>55,403</u>	<u>48,719</u>
Sources Less Uses	<u>(2,686)</u>	<u>(16,241)</u>	<u>(7,944)</u>
Undesignated Fund Balance December 31,	<u>44,573</u>	<u>14,252</u>	<u>36,629</u>
Fund Balance % of Total Uses	85.20%	25.72%	75.18%

PAVING AND LIGHTING FUND

	<u>2006</u> <u>Audited</u>	<u>2007</u> <u>Budget</u>	<u>2007</u> <u>Actual (Unaudited)</u>
Undesignated Fund Balance January 1,	65,808	54,812	54,776
Sources:			
Revenues	4,718	59,055	60,400
 Transfers In:			
	-	-	-
	-	-	-
Transfers In	-	-	-
Total Sources	<u>4,718</u>	<u>59,055</u>	<u>60,400</u>
 Uses:			
Expenditures:			
Operations	-	49,850	1,080
Capital	15,750	30,200	3,800
Transfers Out:			
Debt Service Fund	-	-	-
	-	-	-
Transfers Out	-	-	-
Total Uses	<u>15,750</u>	<u>80,050</u>	<u>4,880</u>
 Sources Less Uses	<u>(11,032)</u>	<u>(20,995)</u>	<u>55,520</u>
 Undesignated Fund Balance December 31,	<u>54,776</u>	<u>33,817</u>	<u>110,296</u>
 Fund Balance % of Total Uses	347.78%	42.24%	2,260.16%

POLICE FUND

	<u>2006</u> <u>Audited</u>	<u>2007</u> <u>Budget</u>	<u>2007</u> <u>Actual (Unaudited)</u>
Undesignated Fund Balance January 1,	36,834	26,010	24,417
Sources:			
Revenues	40,606	50,388	52,065
Transfers In:			
	-	-	-
	-	-	-
Transfers In	-	-	-
Total Sources	<u>40,606</u>	<u>50,388</u>	<u>52,065</u>
Uses:			
Expenditures:			
Operations	53,023	62,545	54,524
Capital	-	-	-
Transfers Out:			
Debt Service Fund	-	-	-
	-	-	-
Transfers Out	-	-	-
Total Uses	<u>53,023</u>	<u>62,545</u>	<u>54,524</u>
Sources Less Uses	<u>(12,417)</u>	<u>(12,157)</u>	<u>(2,459)</u>
Undesignated Fund Balance December 31,	<u>24,417</u>	<u>13,853</u>	<u>21,958</u>
Fund Balance % of Total Uses	46.05%	22.15%	40.27%

SPECIAL POPULATIONS FUND

	<u>2006</u> <u>Audited</u>	<u>2007</u> <u>Budget</u>	<u>2007</u> <u>Actual (Unaudited)</u>
Undesignated Fund Balance January 1,	42,378	38,731	37,269
Sources:			
Revenues	221,203	263,000	263,913
Transfers In:			
	-	-	-
	-	-	-
	-	-	-
Transfers In	-	-	-
Total Sources	<u>221,203</u>	<u>263,000</u>	<u>263,913</u>
Uses:			
Expenditures:			
Operations	210,892	240,974	230,979
Capital	15,420	44,000	44,000
Transfers Out:			
	-	-	-
	-	-	-
Transfers Out	-	-	-
Total Uses	<u>226,312</u>	<u>284,974</u>	<u>274,979</u>
Sources Less Uses	<u>(5,109)</u>	<u>(21,974)</u>	<u>(11,066)</u>
Undesignated Fund Balance December 31,	<u><u>37,269</u></u>	<u><u>16,757</u></u>	<u><u>26,203</u></u>
Fund Balance % of Total Uses	16.47%	5.88%	9.53%

AUDIT FUND

	<u>2006</u> <u>Audited</u>	<u>2007</u> <u>Budget</u>	<u>2007</u> <u>Actual (Unaudited)</u>
Undesignated Fund Balance January 1,	17,716	24,820	24,329
Sources:			
Revenues	53,257	33,976	35,726
Transfers In:			
	-	-	-
	-	-	-
Transfers In	-	-	-
Total Sources	<u>53,257</u>	<u>33,976</u>	<u>35,726</u>
Uses:			
Expenditures:			
Operations	46,644	48,579	49,185
Capital	-	-	-
Transfers Out:			
	-	-	-
	-	-	-
Transfers Out	-	-	-
Total Uses	<u>46,644</u>	<u>48,579</u>	<u>49,185</u>
Sources Less Uses	<u>6,613</u>	<u>(14,603)</u>	<u>(13,459)</u>
Undesignated Fund Balance December 31,	<u><u>24,329</u></u>	<u><u>10,217</u></u>	<u><u>10,870</u></u>
Fund Balance % of Total Uses	52.16%	21.03%	22.10%

TORT FUND

	<u>2006</u> <u>Audited</u>	<u>2007</u> <u>Budget</u>	<u>2007</u> <u>Actual (Unaudited)</u>
Undesignated Fund Balance January 1,	170,718	200,084	189,734
Sources:			
Revenues	535,710	446,279	458,331
Transfers In:			
	-	-	-
	-	-	-
Transfers In	-	-	-
Total Sources	<u>535,710</u>	<u>446,279</u>	<u>458,331</u>
Uses:			
Expenditures:			
Operations	496,771	500,784	486,424
Capital	19,923	-	-
Transfers Out:			
Debt Service Fund	-	-	-
	-	-	-
Transfers Out	-	-	-
Total Uses	<u>516,694</u>	<u>500,784</u>	<u>486,424</u>
Sources Less Uses	<u>19,016</u>	<u>(54,505)</u>	<u>(28,093)</u>
Undesignated Fund Balance December 31,	<u>189,734</u>	<u>145,579</u>	<u>161,641</u>
Fund Balance % of Total Uses	36.72%	29.07%	33.23%

BOND AND INTEREST FUND

	2006	2007	2007
	Audited	Budget	Actual
			(Unaudited)
Undesignated Fund Balance January 1,	183,535	199,336	185,581
Sources:			
Revenues	1,183,821	1,156,261	1,175,777
	-		-
Transfers In:			
Corporate, Recreation, Capital Project			
Fund	1,651,722	1,644,877	1,644,877
	-	-	-
Transfers In	1,651,722	1,644,877	1,644,877
Total Sources	2,835,543	2,801,138	2,820,654
Uses:			
Expenditures:			
Operations - (Principal and Interest)	2,833,497	2,806,654	2,806,655
	-	-	
Capital	-	-	-
Transfers Out:			
	-	-	-
Transfers Out	-	-	-
Total Uses	2,833,497	2,806,654	2,806,655
Sources Less Uses	2,046	(5,516)	(13,999)
Undesignated Fund Balance December 31,	185,581	193,820	199,580
Fund Balance % of Total Uses	6.55%	6.91%	7.11%

CAPITAL PROJECTS (OTHER) FUND

	<u>2006</u> <u>Audited</u>	<u>2007</u> <u>Budget</u>	<u>2007</u> <u>Actual (Unaudited)</u>
Undesignated Fund Balance January 1,	166,073	(24,177)	362,234
Sources:			
Revenues	219,341	1,001,233	700,815
Transfers In:			
	-	-	-
	-	-	-
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>
Total Sources	<u>219,341</u>	<u>1,001,233</u>	<u>700,815</u>
Uses:			
Expenditures:			
Operations	-	-	-
Capital	23,180	2,471,189	1,882,679
Transfers Out:			
	-	-	-
	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>
Total Uses	<u>23,180</u>	<u>2,471,189</u>	<u>1,882,679</u>
Sources Less Uses	<u>196,161</u>	<u>(1,469,956)</u>	<u>(1,181,864)</u>
Undesignated Fund Balance December 31,	<u><u>362,234</u></u>	<u><u>(1,494,133)</u></u>	<u><u>(819,630)</u></u>
Fund Balance % of Total Uses	1,562.70%	-60.46%	-43.54%

CAPITAL PROJECTS (BONDS) FUND

	<u>2006</u> <u>Audited</u>	<u>2007</u> <u>Budget</u>	<u>2007</u> <u>Actual (Unaudited)</u>
Undesignated Fund Balance January 1,	362,551	230,540	233,392
Sources:			
Bond Proceeds	1,035,000	1,035,000	1,035,000
Transfers In:			
	-	-	-
	-	-	-
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>
Total Sources	<u>1,035,000</u>	<u>1,035,000</u>	<u>1,035,000</u>
Uses:			
Expenditures:			
Operations	4,000	5,000	4,000
Capital	249,648	211,524	190,334
Transfers Out:			
Debt Service Fund	910,511	891,841	891,841
	-	-	-
Transfers Out	<u>910,511</u>	<u>891,841</u>	<u>891,841</u>
Total Uses	<u>1,164,159</u>	<u>1,108,365</u>	<u>1,086,175</u>
Sources Less Uses	<u>(129,159)</u>	<u>(73,365)</u>	<u>(51,175)</u>
Undesignated Fund Balance December 31,	<u>233,392</u>	<u>157,175</u>	<u>182,217</u>
Fund Balance % of Total Uses	20.05%	14.18%	16.78%

CHEVY CHASE FUND

	<u>2006</u> <u>Audited</u>	<u>2007</u> <u>Budget</u>	<u>2007</u> <u>Actual (Unaudited)</u>
Undesignated Fund Balance January 1,	700,933	697,490	749,003
Sources:			
Revenues	4,069,977	4,323,391	4,379,958
Transfers In:			
	-	-	-
	-	-	-
Transfers In	-	-	-
Total Sources	4,069,977	4,323,391	4,379,958
Uses:			
Expenditures:			
Operations (w/Debt Service)	3,886,104	4,118,615	4,110,414
Capital	135,803	196,432	148,521
Transfers Out:			
Debt Service Fund	-	-	-
	-	-	-
Transfers Out	-	-	-
Total Uses	4,021,907	4,315,047	4,258,935
Sources Less Uses	48,070	8,344	121,023
Undesignated Fund Balance December 31,	<u>749,003</u>	<u>705,834</u>	<u>870,026</u>
Fund Balance % of Total Uses	18.62%	16.36%	20.43%

ALL FUNDS

	2006	2007	2007
	<u>Audited</u>	<u>Budget</u>	<u>Actual</u> <u>(Unaudited)</u>
Undesignated Fund Balance January 1,	3,700,661	3,667,056	4,298,402
Sources:			
Revenues	13,162,030	14,100,329	13,785,240
Bond Proceeds	1,035,000	1,035,000	1,035,000
Other	-	-	-
Transfers In:			
Corporate, Recreation, Capital Project			
Fund	1,651,722	1,644,877	1,644,877
	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In	<u>1,651,722</u>	<u>1,644,877</u>	<u>1,644,877</u>
Total Sources	15,848,752	16,780,206	16,465,117
Uses:			
Expenditures:			
Operations	13,049,086	13,621,699	13,290,451
Advanced Refunding-Debt	-	-	-
Capital	550,203	3,168,945	2,416,585
Transfers Out:			
Debt Service Fund	1,651,722	1,644,877	1,644,877
	<u>-</u>	<u>-</u>	<u>-</u>
Transfers Out	<u>1,651,722</u>	<u>1,644,877</u>	<u>1,644,877</u>
Total Uses	<u>15,251,011</u>	<u>18,435,521</u>	<u>17,351,913</u>
Sources Less Uses	<u>597,741</u>	<u>(1,655,315)</u>	<u>(886,796)</u>
Undesignated Fund Balance December 31,	<u><u>4,298,402</u></u>	<u><u>2,011,741</u></u>	<u><u>3,309,288</u></u>
Fund Balance % of Total Uses, Excluding			
Transfers Out	31.61%	11.98%	21.07%